

ME PREVENTION



OSA PREVENTION USER MANUAL

VERSION 2.2
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Ph: 888.600.4777	KIT Solutions®, LLC
Fax: 412.366.7199	
MEsupport@kitsolutions.net	
	5700 Corporate Dr
	Suite 530
	Pittsburgh, PA 15237

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INTRODUCTION

The KIT Prevention Service is a database tracking software package, which is based on the Center for Substance Abuse Prevention's (CSAP) Minimum Data Set (MDS), a nationally recognized standard. MDS is a collection of standard data elements developed by CSAP to enable states, substance abuse agencies, community-based service providers, and others to quantify and compare the number and type of primary prevention and early intervention services delivered. The use of these standards provides a consistent and comprehensive basis to collect and analyze data. Also, additional features have been added onto the MDS standard that will allow greater flexibility and customization for your state as well as easily incorporating science-based or evidence-based programs into the prevention application.

The software is designed to use a Needs Assessment to choose targeted risk and protective factors, base goals and objectives on these risk and protective factors, track prevention activities aimed at accomplishing the goals and objectives, and evaluate the progress of the goals and the outcomes (success) of the programs. In addition, the KIT Prevention Service facilitates information sharing and tracking meeting results between the Prevention Partners and Coordinating agencies.

TIPS FOR USING THE APPLICATION EFFECTIVELY

The KIT Prevention Service is set up in such a fashion that moving from Left to Right on the menu is the best approach to using the application. Start at Assessment, filling in all the information for that area before moving on to the Planning section. Continuing in this manner will ensure that all of the sections of the application have enough information to function correctly. If all of the different portions are not completed, some modules will not work correctly.

Recommended Computer Settings

Screen Resolution

You will get the best screen layout if you set your PC monitor settings to 1024 x 768 pixels or larger. If your screen resolution is smaller (ex. 800 X 600 pixels), everything on the screen will appear larger. But, if you use 800 X 600 pixels, then you will have to scroll more both up & down and left & right to access all the data fields.

Web Browser

The web browser supported by the KIT Prevention Service is Microsoft Internet Explorer (IE). Currently Mozilla Firefox, Netscape, AOL, MSN and other browsers may not be supported by KPS. They may function, but not to design specifications. We recommend users have the latest version of IE installed on their computer along with the updates provided by Microsoft (which are released periodically).

Pop-Up Blockers

Modern computer security technology and usability features development have lead to pop-up blocking. Although this new feature of internet browsers, toolbars and other 3rd party managing software blocks hazardous and annoying pop-ups, sites like KIT Prevention require pop-ups to be able to function. If your pop-up blocker is enabled, then there is a possibility that KIT Prevention may not function or appear properly. You should either disable the pop-up blocker while using the KIT Prevention Service (while remembering to enable it, if desired, when not in KIT Prevention) or create exceptions for the pop-up blocker. This is cumbersome, but may be easier than making exceptions to the pop-up blocker.






To create exceptions for the pop-up blocker, open your Internet Explorer browser window. Once the browser is open, click the top toolbar option "Tools" and then go to "Internet Options". After the Internet Options window is available, you will want to click on the "Privacy" tab at the top of the window. You will notice while on the "Privacy" tab, at the bottom will be a section on Pop-Up Blockers. If you're "Block Pop-Ups" checkbox is checked, then click on the "Settings" button. You can now add the KIT Prevention Service links to the "Allowed Sites" list which the pop-up blocker will ignore when trying to block pop-ups from KIT Prevention. You will want to add "https://kitprevention.kithost.net" for the live application, and "http://demo.kithost.net" for the demo application. Once these sites are added to your "Allowed Sites" list, the pop-up blocker will no longer prevent pages from loading or appearing while you are using the KIT Prevention Service.

System Navigating

Maine is set up in such a fashion that moving from Left to Right on the menu is the best approach to using the application. Start at Assessment, filling in all the information for that area before moving on to the Planning section. Continuing in this manner will ensure that all of the sections of the application have enough information to function correctly. If all of the different portions are not completed, some modules will not work correctly.

Computer Keys

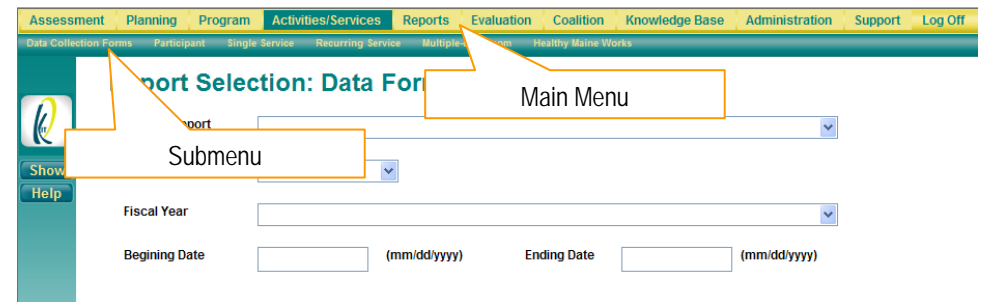
While entering information into a form, several keys are helpful for moving the cursor from one information box (called a data field) to another. The table below summarizes those keys:

Key	Description	Function
	The Cursor	Points to desired location
	The TAB key	Moves the cursor to the next data field
	Hold down the SHIFT key and then press the TAB key	Moves the cursor to the previous data field
	The Ctrl (Control) key	Enables blocked material to open (due to pop-up blocker)
	Use the MOUSE by pointing and clicking to move the cursor	Moves the cursor by pointing and clicking

Menu Information

The Menu for the service is located across the top of the screen. Some Main Menu categories may be broken down into submenu categories to choose from. The Main Menu categories list the main modules that are within the application. When a Main Menu category is selected a list of submenu categories will be displayed below the Main menu.

1. **Main Menu** - Constant (unchanging)
2. **Sub-Menu** - Vary depending on which Menu item is selected.



(This is a screenshot.)

Edit Forms

The Edit Form contains the fields for entering and editing data. The buttons for adding, editing, saving, canceling, deleting, are available in the left toolbar. (See the [Data Fields and Button](#) section for additional details on the function of these buttons.)

- To add new information into the form, click the **Add** (Add) button from the left toolbar. The **Add** (Add) button will change into a **Cancel** (Cancel) button and the Edit Form data fields will be blank allowing you to enter new information.
- To view and edit existing data, use the dropdown lists to select the information you want to view. The data fields will display the data entered previously. To modify this data, click the **Edit** (Edit) button from the left toolbar. The **Edit** (Edit) button will change into a **Cancel** (Cancel) button; the fields will no longer be grayed out and will allow you to change the information.

(This is a screenshot of an Edit Form.)

Single Form View:




The Single Form View is used when the data entered is updated periodically. Only one form is available and edited. The Single Form View displays the fields on the Edit Form.

- The form can be edited at any time, but you must click the **Save** (Save) button from the left toolbar to update the data.

(This is a screenshot of a "Single Form View" Page.)

Data Fields and Buttons

In the KIT Prevention Service there are several fields, boxes and buttons that are used to collect and store data.

Type	Preview / Description
Text Field (aka 'Text Box')	 (fill in the blank)
Drop Down Menu (aka Pull Down Menu)	 (select one)
Buttons	
Radio Button	<input checked="" type="radio"/> Selected <input type="radio"/> Not selected
Check Boxes	<input checked="" type="checkbox"/> Selected <input type="checkbox"/> Not Selected
Red*	A red field and an asterisk denotes a required field
Black	Black text denotes a suggested but optional field

It does not matter the order in which the above fields are filled in, but if a required field is not filled in and you try to save the form, you will receive a message informing you what field is missing data, and you will not be able to save the form until that field has data.

Tips

- All the fields with red labels and asterisks (*) are required fields. These must have a value entered before the record can be saved.
- You can use the 'TAB' key to move from field to field.
- You can enter an identifying letter of an item in a dropdown list and it will appear in the list.
- To select multiple data at one time from a Multiple Selector Box or List Box, hold down the CTRL (**Control**) key on the keyboard and left click the mouse on any of the data options that you'd like to include in your entry.

Edit Form Buttons

Information is added and edited on the computer screen through data entry/edit forms. The table below summarizes the buttons used to enter/edit information. Notice that if the button is not in **bold** print, then it is not selectable at this time.

Search	Searches for information on the criteria (e.g. client name) that you specify.
Add	Must be pressed first before new information is added to a form.
Edit	Allows you to change the information currently on the form.
Save	Adds the information on the form to the KIT Prevention.
Print	Prints the information currently on the form.
Help	Displays the Expert Help screen.
Back	Returns you to the previous screen.
Delete	Removes the information currently on the form from the KIT Prevention database.
<i>After you press 'Add' or 'Edit', a 'Cancel' button will replace the 'Add' or 'Edit' button.</i>	
Cancel	Cancels the Add or Edit without saving any information entered.

While entering information into a form, several keys are helpful for moving the cursor from one information box (called a data field) to another. The table below summarizes those keys:

Below are some additional buttons that may appear within a form.

Show	Will open information in a new window based on the selections in the Edit form.
Select	Opens the information in the enter/edit form for viewing or modifications

Additional Features

Spell Check Feature

A spell check feature has been added to various sections to help eliminate spelling errors. The following section details the various options on the Check Spelling page. When the Spell Check button has been selected a new window will appear displaying the Check Spelling page. The spell check feature will look at any words written within a text box or field.



The following table is a summary of options in the spell check feature:

Option	Description
Change to	When the Change button is clicked, the value in the Change to box will replace the highlighted misspelled word and the spell checker will continue to the next word. You may type in this field if an appropriate suggestion is not present in the Suggestions drop down.
Suggestions	A drop down box of spelling suggestions for the misspelled word. If the word is misspelled but not available as an option in the Suggestions drop down – you may type the correct spelling in the Change to box.
Ignore	Disregards the misspelling in the highlighted word only and continues to the next word. The next occurrence of the misspelled word will be highlighted for correction.
Ignore All	Disregards the misspelling in the highlighted word and all future occurrences of the word. You will no longer be prompted to fix the spelling. An example when to use this is if your name was highlighted as misspelled – this would be a case to ignore all.
Change	Changes the spelling of the highlighted word to the selected Change to word.
Change All	Changes the spelling of the highlighted word to the selected word and all future occurrences of the word.
Close	Closes the Check Spelling window.

LOGIN PROCEDURE

Connect to the internet using an internet browser (i.e., Internet Explorer). In the Address field, type in the following website address and press **Enter** on your keyboard:

Live Data:

<https://kitprevention.kithost.net/meprevent2011/>

The following screen will appear:

1. Enter the user ID (login name) provided by your acting administrator in the **User ID** text box.
2. Enter the password in the **Password** text box.
3. Enter the organization ID in the **Organization ID** text box.
4. Select the grant you wish to work on from the **Select Grant** dropdown list.
5. Click the (**Login**) button.

To log out of the application, click the (**Log Off**) link on the right of the main menu.

Maine Office of Substance Abuse
OSA
Maine Department of Health and Human Services

Healthy Maine Partnerships
The people dedicated to helping us live longer and healthier.
Maine Department of Health and Human Services
Maine Center for Disease Control and Prevention

HMP and ME Prevention 2011-2012

User ID

Password

Organization ID

Select Grant

Service Announcement
Server Maintenance
Normal Maintenance
on: Sunday 1/13/2013 10PM to 4AM
EST

Server Maintenance
Normal Maintenance

Note: [Please click this link to access fiscal year 2009-2010](#)

(This is a screenshot displaying the Login Page.)

Tips

- The User IDs ARE NOT case sensitive.
- The Passwords ARE case sensitive.
- The (**Reset**) button will clear all of the login fields.

Service Announcement

The Service Announcement section that is located on the Login page is there to notify users that the ME KIT Prevention Service is receiving any necessary server updates or other important messages regarding the application.

If you see Service Maintenance it means that the ME KIT Prevention Service may be down for a short period of time and you will not be able to log into the application at that time. Server maintenance typically occurs once a month.

Maine Office of Substance Abuse
OSA
Maine Department of Health and Human Services

Healthy Maine Partnerships
The people dedicated to helping us live longer and healthier.
Maine Department of Health and Human Services
Maine Center for Disease Control and Prevention

HMP and ME Prevention 2011-2012

User ID

Password

Organization ID

Select Grant

Login Reset

Service Announcements

Service Announcement
Server Maintenance
Normal Maintenance
on: Sunday 1/13/2013 10PM to 4AM
EST

Server Maintenance
Normal Maintenance

Note: [Please click this link to access fiscal year 2009-2010](#)

(This is a screenshot displaying the Login Page.)

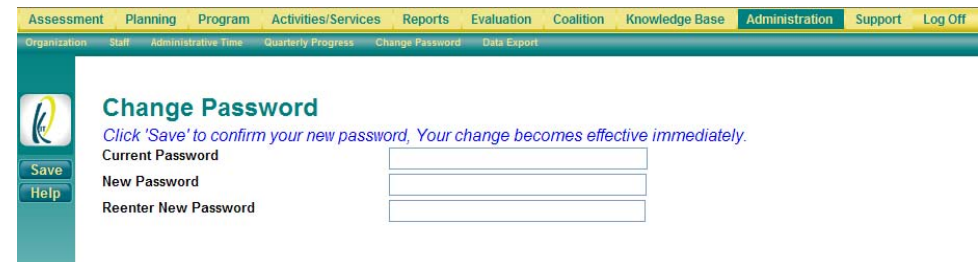
SYSTEM SETUP – ADMINISTRATION FUNCTION

The Administration module is used to complete administrative tasks within the KIT Prevention Service, such as updating organization information, registering a KIT user, and changing a password.

Change Password

The Change Password module also allows the user to change the password on the account they are currently logged into.

1. Click **Administration** from the main menu.
2. Click **Change Password** from the submenu.
3. Enter the current password in the **Current Password** field.
4. Enter the password you would like to use in the **New Password** field.
5. Retype the password in the **Reenter New Password** field to confirm.
6. Click **Save** (Save) from the left toolbar.
7. You will receive a message stating it was successfully changed.



(This is a screenshot of the Change Password Page.)

Tips

- The advantage to the Change Password module is any staff member can change his or her own password without having access to the Staff Module.
- It is important to remember that passwords are case sensitive.
- Passwords can be any combination of letters, numbers and/or characters.
- You will use the new password the next time you log in.

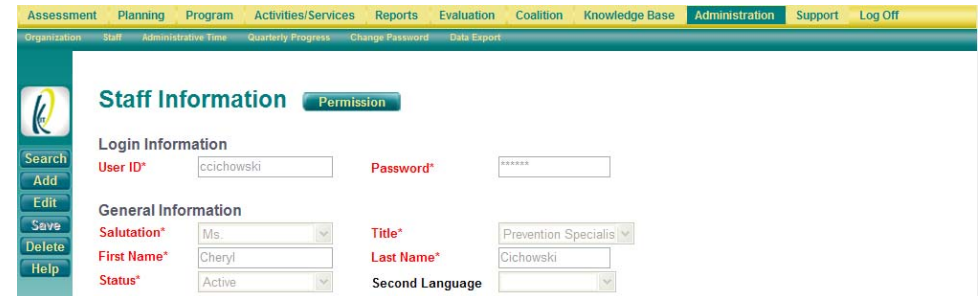
Staff

The Staff Information page enables the organization to track staff members' hours. In order to track staff hours as they relate to specific events, the staff members must be set-up in this module prior to entering event data.

A staff member **MUST** be entered if he/she will need access to the database to do data entry or if they are performing a prevention service.

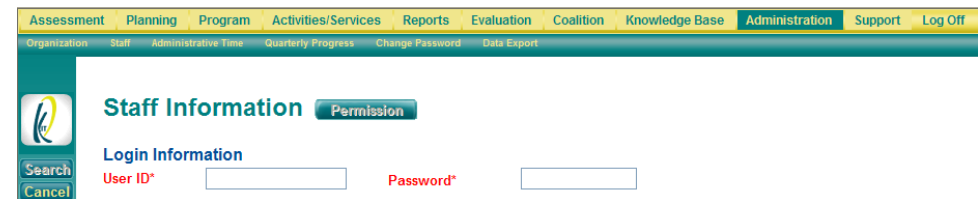
Adding Staff Information

1. Click **Administration** from the main menu.
2. Click **Staff** from the submenu.
3. Click **Add** (Add) from the left toolbar.

A screenshot of the 'Staff Information' page in a web application. The page has a yellow header with navigation tabs: Assessment, Planning, Program, Activities/Services, Reports, Evaluation, Coalition, Knowledge Base, Administration (selected), Support, and Log Off. Below the header is a sub-menu bar with Organization, Staff, Administrative Time, Quarterly Progress, Change Password, and Data Export. On the left is a toolbar with buttons: Search, Add (highlighted), Edit, Save, Delete, and Help. The main content area is titled 'Staff Information' with a 'Permission' button. It contains two sections: 'Login Information' with fields for 'User ID*' (containing 'ccichowski') and 'Password*' (containing '*****'); and 'General Information' with fields for 'Salutation*' (Ms), 'First Name*' (Cheryl), 'Status*' (Active), 'Title*' (Prevention Specialist), 'Last Name*' (Cichowski), and 'Second Language'.

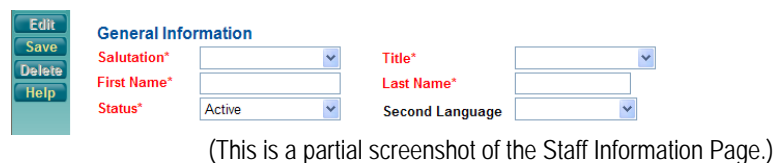
(This is a partial screenshot of the Staff Information Page.)

4. Enter the staff member's **Login Information**.
 - a. The **User ID*** will be the login name used by the staff member. This may be anything that you choose. Choosing a User ID and Password scheme will simplify administration. (For Example: Using first initial and last name for the User ID.)
 - b. The **Password*** field is where the temporary password is created for the staff member. This password will be used along with the User ID and Organization ID number to log into the KIT Prevention Service. Once a user logs in, they can use the [Change Password](#) module to change the password to one of their liking.

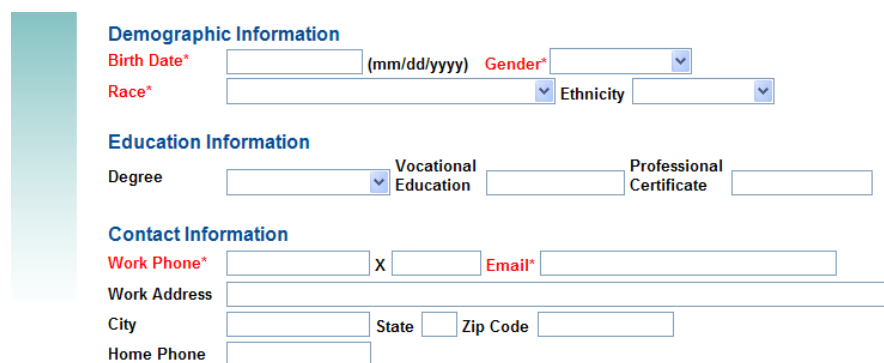
A screenshot of the 'Staff Information' page, similar to the one above, but with the 'Add' button highlighted in the toolbar. The 'Login Information' fields 'User ID*' and 'Password*' are empty. The 'General Information' fields are also empty or have default values: 'Salutation*' is 'Ms', 'First Name*' is 'Cheryl', 'Status*' is 'Active', 'Title*' is 'Prevention Specialist', 'Last Name*' is 'Cichowski', and 'Second Language' is empty.

(This is a partial screenshot of the Staff Information Page.)

5. Enter in the staff member's **General Information**.
 - a. Select the staff member's **Salutation*** from the dropdown list.
 - b. Select the staff member's **Title*** from the dropdown list.
 - c. Enter the staff member's **First Name*** and **Last Name*** in the appropriate fields.
 - d. The **Status*** is defaulted to Active.
 - i. Active: currently in use (can be viewed in other screens).
 - ii. Inactive: no longer in use (will not appear on other screens or reports).
 - e. Select the secondary language the staff member speaks from the **Second Language** dropdown list, if applicable.
6. Enter in the staff member's **Demographic Information**.
 - a. Enter the staff member's **Birth Date*** as mm/dd/yyyy.
 - b. Select the staff member's **Gender*** from the dropdown list.
 - c. Select the staff member's **Race*** from the dropdown list.
 - d. Select the staff member's **Ethnicity** from the dropdown list.
7. If known, enter the staff member's Education Information, including **Degree**, **Vocational Education**, and **Professional Certification**.
8. Enter the staff members **Contact Information**.
 - a. Enter the staff member's **Work Phone***.
 - b. Enter the staff member's **Email***.
 - c. Enter the staff member's address of employment and phone number in the following fields: **Work Address**, **City**, **State**, **Zip Code**, and **Home Phone**.
9. Click **Save** (Save) from the left toolbar.
 *Note: Click **Cancel** (Cancel) to quit without saving changes.



This is a partial screenshot of the Staff Information Page. It shows the 'General Information' section with fields for Salutation*, Title*, First Name*, Last Name*, Status* (set to Active), and Second Language.



This is a partial screenshot of the Staff Information Page. It shows the 'Demographic Information' section with fields for Birth Date* (mm/dd/yyyy), Gender*, Race*, and Ethnicity. Below that is the 'Education Information' section with fields for Degree, Vocational Education, and Professional Certificate. At the bottom is the 'Contact Information' section with fields for Work Phone*, Email*, Work Address, City, State, Zip Code, and Home Phone.

*Note: The permission levels for the staff member must now be set. For detailed instructions on setting staff permissions, see [Modifying Staff Permissions](#).

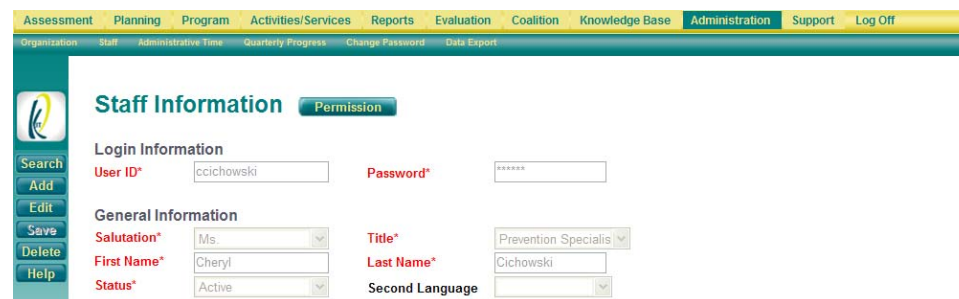
Tips

- If staff members cannot access any of the modules, they have not been assigned permissions. See the [Modifying Staff Permissions](#) page for additional instructions.
- The "Status" is used to keep a staff member in the database for history purposes, but removed from all the staff lists on forms. When a staff member leaves your organization, you will not be able to delete the staff member if they performed services, but you can make them inactive to remove their names from forms and prevent the staff member from entering the application.
- Design a naming convention in order to keep your staff names uniform and ease the administration tasks of creating users.
- Login names are NOT case sensitive.
- Passwords ARE case sensitive.
- Passwords can be any combination of letters, numbers and/or characters.

Editing Staff Information

1. Click **Administration** from the main menu.
2. Click **Staff** from the submenu.
3. Click **Search** (Search) from the left toolbar to locate the staff member you wish to edit. (See [Using the Search Feature](#) section for additional details.)
4. Click the **Select** (Select) button to the right of the staff member you wish to edit.
5. Click **Edit** (Edit) from the left toolbar.
6. Make any changes needed to the form.
7. Click **Save** (Save) from the left toolbar.

*Note: Click **Cancel** (Cancel) to quit without saving changes.



The screenshot shows the 'Staff Information' form within a web application. The top navigation bar includes 'Assessment', 'Planning', 'Program', 'Activities/Services', 'Reports', 'Evaluation', 'Coalition', 'Knowledge Base', 'Administration', 'Support', and 'Log Off'. The 'Administration' menu is expanded, showing 'Organization', 'Staff', 'Administrative Time', 'Quarterly Progress', 'Change Password', and 'Data Export'. The 'Staff' menu item is selected. On the left, a toolbar contains 'Search', 'Add', 'Edit', 'Save', 'Delete', and 'Help'. The 'Edit' button is highlighted. The main form area is titled 'Staff Information' and has a 'Permission' tab. It contains two sections: 'Login Information' with fields for 'User ID*' (ccichowski) and 'Password*' (masked with asterisks); and 'General Information' with fields for 'Salutation*' (Ms), 'First Name*' (Cheryl), 'Status*' (Active), 'Title*' (Prevention Specialist), 'Last Name*' (Cichowski), and 'Second Language'.

(This is a partial screenshot of the Program Page.)

Deleting Staff Information

1. Click **Administration** from the main menu.
2. Click **Staff** from the submenu.
3. Click **Search** (Search) from the left toolbar to locate the staff member you wish to delete. (See [Using the Search Feature](#) section for additional details.)
4. Click the **Select** (Select) button to the right of the staff member you wish to delete.
5. Click **Delete** (Delete) from the left toolbar.
6. You will receive a message asking if you are sure you want to continue with the deletion. Click the **OK** (OK) button to continue with the deletion.

*Note: Click the **Cancel** (Cancel) button to cancel the deletion.



This screenshot is similar to the one above, but it includes a confirmation dialog box titled 'Message from webpage' with the text 'Are you Sure?'. The dialog has 'OK' and 'Cancel' buttons. An orange box labeled 'OK Button' points to the 'OK' button in the dialog. The background form is partially obscured by the dialog box.

(This is a partial screenshot of the Program Page.)

Tips

- You cannot delete a program if Groups have been associated with it. Set the **Status** to Inactive.

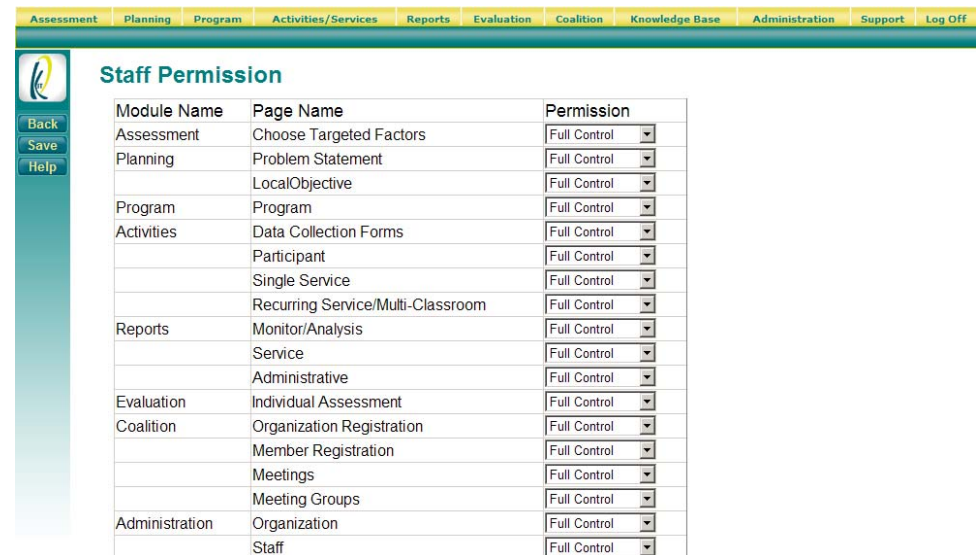
Modifying Staff Permissions

Once you have saved the new staff entry, click the **Permission** button to set the staff member's permissions.

You can tailor a specific user's access level to each area of the KIT Prevention Service. The permissions are defaulted to a normal access level for a particular user, but anyone that has access to the Staff area can modify access levels for any user on the application. The different levels of access can be set as follows:

- **No Permission** (No access to a particular module)
- **Read Only** (Staff can only view information)
- **Read and Write** (Staff can add new information, view and edit existing information)
- **Full Control** (Staff can add new information, view, edit and delete existing information)

1. Click the **Permission** (Permission) button from the Staff Information page.
2. Set the permissions for the each module according to the level of permission the staff member should have (see above).
3. Once you have set the permissions for the account, click **Save** (Save) from the left toolbar.
*Note: To exit this screen without saving any of the changes you have made, click **Back** (Back) from the left toolbar.
4. Click **Back** (Back) from the left toolbar to return to the **Staff Information** screen.



Module Name	Page Name	Permission
Assessment	Choose Targeted Factors	Full Control
Planning	Problem Statement	Full Control
	LocalObjective	Full Control
Program	Program	Full Control
Activities	Data Collection Forms	Full Control
	Participant	Full Control
	Single Service	Full Control
	Recurring Service/Multi-Classroom	Full Control
Reports	Monitor/Analysis	Full Control
	Service	Full Control
	Administrative	Full Control
Evaluation	Individual Assessment	Full Control
Coalition	Organization Registration	Full Control
	Member Registration	Full Control
	Meetings	Full Control
	Meeting Groups	Full Control
Administration	Organization	Full Control
	Staff	Full Control

(This is a partial screenshot of the Staff Permissions Page.)

Organization Information

The Organization Information area has fields that can be filled in with details specific to your organization. The contact information is useful to the state if they need to contact you with any questions.

Viewing the Organization Information

1. Click **Administration** from the main menu.
2. Click **Organization** from the submenu.

The screenshot shows the 'Organization Information' page. At the top is a navigation bar with tabs: Assessment, Planning, Program, Activities/Services, Reports, Evaluation, Coalition, Knowledge Base, Administration (selected), Support, and Log Off. Below this is a sub-menu: Organization (selected), Staff, Administrative Time, Quarterly Progress, Change Password, and Data Export. On the left is a toolbar with buttons: Search, Add, Edit, Save, Delete, and Help. The main content area is titled 'Organization Information' and contains the following fields: ID (800000), Status* (Active), Name (DemoOrg 800000), Mailing Address* (123 Alabaster Street), City* (Portland), State* (ME), Zip Code* (04101), Web Site, Physical Address (if different from mailing address), Phone (207-456-7890), Fax, and Alternate Phone (207-456-7899).

(This is a screenshot of the Organization Information Page.)

Editing the Organization Information

1. Click **Edit** (Edit) from the left toolbar.
2. Make any changes needed to the **Organization Information** (including **Mailing Address***, **City***, **State*** and **Zip Code***).
3. In the **Primary Contact Information** section, select one of the staff members to serve as a contact person for the KIT Prevention Service from the **Choose the Staff Member*** dropdown list. The rest of the information will be loaded for you based on what was entered in the **Staff** module.
4. Click **Save** (Save) from the left toolbar.

*Note: To exit the screen without saving any changes, click the **Cancel** (Cancel) button.

The screenshot shows the 'Organization Information' page with the 'Primary Contact Information' section expanded. The top section is the same as the previous screenshot. The 'Primary Contact Information' section has a subtitle '(Edit the information on the Staff Information form)' and contains the following fields: Choose the Staff Member* (Amy Jones), First Name (Amy), Last Name (Jones), Work Phone (207-555-4545), and Email (ajones@mail.net).

(This is a screenshot of the Organization Information Page.)

Tips

- Only the State can change:
 - Provider **ID**
 - Provider **Name**
- If one of these items is incorrect for your organization, submit a request through the [Contact Support](#) link.

ASSESSMENT

The Assessment portion of the KIT Prevention Service is used to identify the risk and protective factors to target based upon the needs of the community.

Choose Targeted Factors

From your community needs assessment, you will be able to identify the risk and protective factors that your prevention programs should targeting. The KIT Prevention Service has an option under Assessment where you can select the risk and protective factors for the year. All of the long term, intermediate, and short-term outcomes, programs, and services you provide should be linked to Risk & Protective Factors from your Needs Assessment.

Adding Targeted Factors

1. Click **Assessment** from the main menu.
2. Click **Choose Targeted Factors** from the submenu.
3. Click **Add** (Add) from the left toolbar.

(This is a screenshot of the Choose Targeted Factors Page.)

4. Enter the current **Assessment Year*** from the dropdown list.
5. In the **All Risk and Protective Factors List** box, click on the Risk & Protective Factors identified in your Needs Assessment. Select all that apply.

***Note:** You can select more than one factor by holding down the Ctrl (Control) key on your keyboard while clicking on your factor choices.

- a. Use the **Move up** button in the center of the screen to move items from the **All Risk and Protective Factors List** to the **Risk and Protective Factors Targeted*** list.
- b. The Risk and/or Protective Factor(s) you selected will be displayed in the **Risk and Protective Factors Targeted*** box.

***Note:** To remove a factor, click on the factor in the **Targeted** list, and click the **Move down** button.

(This is a screenshot of the Choose Targeted Factors Page.)

- Click **Save** (Save) from the left toolbar.
*Note: Click **Cancel** (Cancel) to quit without saving changes.

Tips

- The Risk and Protective Factors List is in alphabetical order with Protective Factors listed first.

Editing Targeted Factors

- Click **Assessment** from the main menu.
- Click **Choose Targeted Factors** from the submenu.
- Select the **Assessment Year*** you wish to edit from the dropdown list.
- Click **Edit** (Edit) from the left toolbar.
- Make any changes needed to the form.
- Click **Save** (Save) from the left toolbar.
*Note: Click **Cancel** (Cancel) to quit without saving changes.

The screenshot shows the 'Choose Targeted Factors' page. At the top is a navigation bar with tabs: Assessment, Planning, Program, Activities/Services, Reports, Evaluation, Coalition, Knowledge Base, Administration, Support, and Log Off. Below this is a sidebar with a search icon and buttons: Search, Add, Edit, Save, Delete, Print, and Help. The main content area has the title 'Choose Targeted Factors'. It includes two dropdown menus: 'Assessment Year*' (set to 2013) and 'Existing Assessment Year' (set to 2013). Below these is a section titled 'Risk and Protective Factors Targeted*' containing a text box with the entry '(R) - Community attitudes favorable to drug use'. At the bottom of this section are two buttons: an upward arrow and a downward arrow. Below the text box is a section titled 'All Risk and Protective Factors List' which contains a scrollable list of factors: (P) - An emotionally supportive parental/family milieu, (P) - Association with peers who are involved school, recreation, religion or other activities, (P) - Belief in moral order, and (P) - Bonding to societal institutions.

(This is a screenshot of the Choose Targeted Factors Page.)

Tips

- You will not be able to delete the targeted factors for an existing assessment year.
- You will not be able to remove a targeted factor from the **Risk and Protective Factors Targeted** box if it has been associated with an outcome.

PLANNING

The Planning module allows the county/provider to develop a comprehensive strategic plan and to enter their long and short term outcomes.

Problem Statement

This section allows you to make a statement identifying the problems that need to be addressed in your community based on assessment results.

Adding a Problem Statement

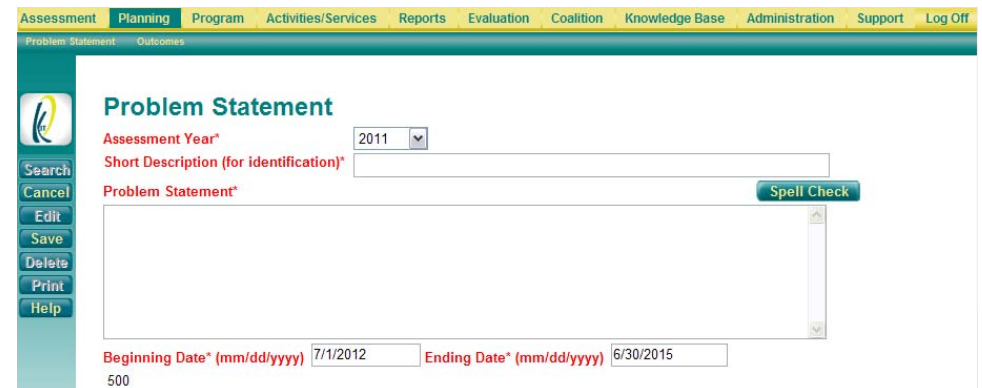
1. Click **Planning** from the main menu.
2. Click **Problem Statement** from the submenu.
3. Click **Add** (Add) from the left toolbar.



The screenshot shows the 'Problem Statement' page in a web application. The top navigation bar includes 'Assessment', 'Planning', 'Program', 'Activities/Services', 'Reports', 'Evaluation', 'Coalition', 'Knowledge Base', 'Administration', 'Support', and 'Log Off'. The left sidebar has buttons for 'Search', 'Add', 'Edit', 'Save', 'Delete', 'Print', and 'Help'. The main content area is titled 'Problem Statement' and contains the following fields: 'Assessment Year*' with a dropdown set to '2012', 'Short Description (for identification)*' with a text input containing 'Increase enforcement of underage drinking laws', 'Problem Statement*' with a large text area containing 'Due to the availability of alcohol from parties hosted by parents, older siblings and friends and through alcohol resellers and server there is a need for increased enforcement of underage drinking laws', and 'Beginning Date* (mm/dd/yyyy)' and 'Ending Date* (mm/dd/yyyy)' with date pickers set to '1/1/2012' and '6/30/2013' respectively. A 'Spell Check' button is located next to the 'Problem Statement*' field.

(This is a screenshot of the Problem Statement Page.)

4. Select the current **Assessment Year*** from the dropdown list.
5. Enter a **Short Description*** that will be used later to identify the problem statement.
6. Enter in a detailed description of the **Problem Statement***.
*Note: There is a 500 character maximum allowed.
7. Enter the **Beginning Date*** and **Ending Date*** for this problem statement as mm/dd/yyyy.
8. Click **Save** (Save) from the left toolbar.
*Note: Click **Cancel** (Cancel) to quit without saving changes.



The screenshot shows the 'Problem Statement Add' page in the software interface. The top navigation bar and left sidebar are identical to the previous screenshot. The main content area is titled 'Problem Statement' and contains the following fields: 'Assessment Year*' with a dropdown set to '2011', 'Short Description (for identification)*' with an empty text input, 'Problem Statement*' with an empty large text area, and 'Beginning Date* (mm/dd/yyyy)' and 'Ending Date* (mm/dd/yyyy)' with date pickers set to '7/1/2012' and '6/30/2015' respectively. A 'Spell Check' button is located next to the 'Problem Statement*' field. A '500' character limit indicator is visible at the bottom left of the text area.

(This is a screenshot of the Problem Statement Add Page.)

Editing a Problem Statement

1. Click **Planning** from the main menu.
 2. Click **Problem Statement** from the submenu.
 3. Select the current **Assessment Year*** from the dropdown list.
 4. Select the **Short Description (for identification)*** from the dropdown list that you wish to edit.
 5. Click **Edit** (Edit) from the left toolbar.
 6. Make any changes needed to the form.
 7. Click **Save** (Save) from the left toolbar.
- *Note: Click **Cancel** (Cancel) to quit without saving changes.



The screenshot shows the 'Problem Statement' page. At the top is a navigation bar with tabs: Assessment, Planning, Program, Activities/Services, Reports, Evaluation, Coalition, Knowledge Base, Administration, Support, and Log Off. Below this is a sub-menu bar with 'Problem Statement' and 'Outcomes'. On the left is a toolbar with buttons: Search, Add, Edit, Save, Delete, Print, and Help. The main form area has the following fields: 'Assessment Year*' with a dropdown set to '2012'; 'Short Description (for identification)*' with a dropdown set to 'Increase enforcement of underage drinking laws'; 'Problem Statement*' with a text area containing the text 'Due to the availability of alcohol from parties hosted by parents, older siblings and friends and through alcohol resellers and server there is a need for increased enforcement of underage drinking laws'; and 'Beginning Date* (mm/dd/yyyy)' and 'Ending Date* (mm/dd/yyyy)' with text boxes set to '1/1/2012' and '6/30/2013' respectively. A 'Spell Check' button is located to the right of the text area.

(This is a screenshot of the Problem Statement Page.)

Deleting a Problem Statement

1. Click **Planning** from the main menu.
 2. Click **Problem Statement** from the submenu.
 3. Select the current **Assessment Year*** from the dropdown list.
 4. Select the **Short Description (for identification)*** from the dropdown list that you wish to edit.
 5. Click **Delete** (Delete) from the left toolbar.
 6. You will receive a message asking if you are sure you want to continue with the deletion. Click the **OK** (OK) button to continue with the deletion.
- *Note: Click the **Cancel** (Cancel) button to cancel the deletion.



This screenshot is similar to the one above, but it includes a 'Message from webpage' dialog box in the center. The dialog box has a question mark icon and the text 'Are you Sure?'. It has two buttons: 'OK' and 'Cancel'. An orange box highlights the 'OK' button, and a line points to it with the label 'OK Button'. The background form is slightly dimmed.

(This is a screenshot of the Problem Statement Page.)

Tips

- You will not be able to delete a problem statement if it is used by an outcome.

Outcomes

The Outcomes (Long-Term, Intermediate, and Short-Term) module allows you to identify outcomes to develop a timeline of performance monitors for each problem statement. The Long-Term outcome is your final performance target. Short-term and intermediate outcomes are associated with each Long-Term outcome and identify not only a performance target but also the risk or protective factor being addressed by that outcome.

Adding a Long Term Outcome

1. Click **Planning** from the main menu.
2. Click **Outcomes** from the submenu.
3. Click **Add** (Add) from the left toolbar.

(This is a screenshot of the Long-term Outcomes Page.)

4. Select the current **Assessment Year*** from the dropdown list.
5. Select the **Problem Statement*** from the dropdown list.
6. To enter the **Long-term Outcome, Performance Target, Verification***:
 - a. Click on the **Launch Builder** (Launch Builder) button to launch the Builder Utility. (See [Using the Builder Utility](#) section for instructions.)
Or
 - b. Enter the outcome directly into the **Long-term Outcome, Performance Target, Verification*** box.
*Note: You may copy and paste into this box.
7. The **Status*** is defaulted to Active.
 - a. Active: currently in use (can be viewed in other screens).
 - b. Inactive: no longer in use (will not appear on other screens or reports).
8. Click **Save** (Save) from the left toolbar.
*Note: Click **Cancel** (Cancel) to quit without saving changes.

(This is a screenshot of the Long-term Outcomes Add Page.)

Editing a Long Term Outcome

1. Click **Planning** from the main menu.
2. Click **Outcomes** from the submenu.
3. Click **Search** (Search) from the left toolbar to locate the outcome you wish to edit. (See [Using the Search Feature](#) section for additional details.)
4. Click the **Select** (Select) button to the right of the outcome you wish to edit.
5. Click **Edit** (Edit) from the left toolbar.
6. Make any changes needed to the form.
7. Click **Save** (Save) from the left toolbar.

*Note: Click **Cancel** (Cancel) to quit without saving changes.

The screenshot shows the 'Planning - Long-term Outcome' page. The top navigation bar includes 'Assessment', 'Planning', 'Program', 'Activities/Services', 'Reports', 'Evaluation', 'Coalition', 'Knowledge Base', 'Administration', 'Support', and 'Log Off'. The left sidebar has buttons for 'Search', 'Add', 'Edit', 'Save', 'Delete', 'Print', and 'Help'. The main form area has a title 'Planning - Long-term Outcome' and a button 'Add/Edit/View Int/ST Outcomes'. Below the title, there are fields for 'Assessment Year*' (2012) and 'LTO Number' (201203). The 'Problem Statement*' is 'Alcohol use in high school'. The 'Long-term Outcome, Performance Target, Verification*' field contains the text: 'By 06/30/2014 decrease 2 week binge drinking among high school students in Bay area from 15% to 10% as measured by MYDAUS'. There is a 'Spell Check' button. At the bottom, there is a 'Status*' dropdown set to 'Active' and a checkbox for 'Accepted By State'.

(This is a screenshot of the Long-term Outcomes Page.)

Deleting a Long Term Outcome

1. Click **Planning** from the main menu.
2. Click **Outcomes** from the submenu.
3. Click **Search** (Search) from the left toolbar to locate the outcome you wish to delete. (See [Using the Search Feature](#) section for additional details.)
4. Click the **Select** (Select) button to the right of the outcome you wish to delete.
5. Click **Delete** (Delete) from the left toolbar.
6. You will receive a message asking if you are sure you want to continue with the deletion. Click the **OK** (OK) button to continue with the deletion.

*Note: Click the **Cancel** (Cancel) button to cancel the deletion.

The screenshot shows the 'Planning - Long-term Outcome' page with a confirmation dialog box open. The dialog box is titled 'Message from webpage' and contains the text 'Are you Sure?'. It has 'OK' and 'Cancel' buttons. An arrow points to the 'OK' button with the label 'OK Button'. The background form is partially visible, showing 'Assessment Year*' (2011), 'LTO Number' (201103), and 'Problem Statement*' (Prescription Drug Abuse). The 'Long-term Outcome, Performance Target, Verification*' field contains the text: 'By 6/30/2015, reduce prescription drug abuse as measured by emergency room visits for prescription abuse in the bay area community.'.

(This is a screenshot of the Long-term Outcomes Page.)

Adding an Intermediate Outcome

1. Click **Planning** from the main menu.
2. Click **Outcomes** from the submenu.
3. Click **Search** (Search) from the left toolbar to find the appropriate Long-term Outcome that you want to add an Intermediate Outcome to. (See [Using the Search Feature](#) for additional instructions.)
4. Click the **Add/Edit/View Int/ST Outcomes** (Add/Edit/View Int/ST Outcomes) button.

The screenshot shows the 'Planning - Long-term Outcome' page. The top navigation bar includes 'Assessment', 'Planning', 'Program', 'Activities/Services', 'Reports', 'Evaluation', 'Coalition', 'Knowledge Base', 'Administration', 'Support', and 'Log Off'. The left sidebar has buttons for 'Search', 'Add', 'Edit', 'Save', 'Delete', 'Print', and 'Help'. The main content area displays the 'Long-term Outcome, Performance Target, Verification*' section with a search result. A callout box highlights the 'Add/Edit/View Int/ST Outcomes' button in the top right corner.

(This is a screenshot of the Long-term Outcomes Page.)

5. The **LT Outcome** area is automatically filled in for you. Ensure that this is the correct Long-Term Outcome you would like to add an Intermediate Outcome to
6. Click **Add** (Add) from the left toolbar.

The screenshot shows the 'Planning - Inter./ST Outcomes' page. The top navigation bar and left sidebar are the same as the previous screenshot. The main content area displays the 'Intermediate Outcome' section. The 'LT Outcome' field is pre-filled with the text 'By 06/30/2014 decrease 2 week binge drinking among high school students in Bay area from 15% to 10% as measured by MYDAUS'. The 'Add' button in the left sidebar is highlighted.

(This is a screenshot of the Inter./ST Outcomes Page.)

7. Using the **Outcome Level** radio buttons, select Intermediate.
8. To enter the **Outcome, Performance Target, Verification***:
 - a. Click on the **Launch Builder** (Launch Builder) button to launch the Builder Utility. (See [Using the Builder Utility](#) section for instructions.)
 - Or
 - b. Enter the outcome directly into the **Outcome, Performance Target, Verification*** box.

*Note: You may copy and paste into this box.

9. The **Status*** is defaulted to Active.
 - a. Active: currently in use (can be viewed in other screens).
 - b. Inactive: no longer in use (will not appear on other screens or reports).
10. A list of available factors is in the bottom box labeled **Risk and Protective Factors**. Click on the Risk & Protective Factors identified in your Needs Assessment. You may select as many as you need.

*Note: Selections for this list are based on those selected in the Choose Targeted Factors section.

- a. Use the **Move up** arrow to move items from the **Risk and Protective Factors** list to the **Selected Risk AND/OR Protective Factors*** list.
- b. The Risk and/or Protective Factor(s) you selected will be displayed in the **Selected Risk AND/OR Protective Factors*** box.

*Note: To remove a factor, click on the factor in the **Selected** list, and click the **Move down** arrow.

11. Click **Save** (Save) from the left toolbar.

*Note: Click **Cancel** (Cancel) to quit without saving changes.

(This is a partial screenshot of the Inter./ST Outcomes Page.)

(This is a partial screenshot of the Inter./ST Outcomes Page.)

*Note: When this Intermediate Outcome has been achieved, select the ☐ **Achieved** (Achieved) check box.

Editing an Intermediate Outcome

1. Click **Planning** from the main menu.
2. Click **Outcomes** from the submenu.
3. Click **Search** (Search) from the left toolbar to find the long-term outcome associated with the intermediate outcome you wish to edit. (See [Using the Search Feature](#) for additional instructions.)
4. Click the **Add/Edit/View Int/ST Outcomes** (Add/Edit/View Int/ST Outcomes) button.
5. Click **Search** (Search) from the left toolbar to locate the outcome you wish to edit.
*Note: Intermediate Outcomes will be 8 characters in length for the Objective Name.
6. Click the **Select** (Select) button to the right of the outcome you wish to edit.
7. Click **Edit** (Edit) from the left toolbar.
8. Make any changes needed to the form.
9. Click **Save** (Save) from the left toolbar.
*Note: Click **Cancel** (Cancel) to quit without saving changes.

The screenshot shows the 'Planning - Inter./ST Outcomes' page. At the top is a navigation bar with tabs: Assessment, Planning, Program, Activities/Services, Reports, Evaluation, Coalition, Knowledge Base, Administration, Support, and Log Off. Below this is a sub-header 'Problem Statement Outcomes'. The main title is 'Planning - Inter./ST Outcomes' with a 'Return to LT Outcomes' button. The form contains the following fields: 'LTO Number' (201203), 'LT Outcome' (By 06/30/2014 decrease 2 week binge drinking among high school students in Bay area from 15% to 10% as measured), 'Outcome Level' (radio buttons for Intermediate and Short-term, with Intermediate selected), 'Outcome Name' (20120301), and 'Entry Date' (8/29/2012). Below these is a section 'Outcome, Performance Target, Verification*' with a 'Spell Check' button and a text area containing 'By 06/10/2013 decrease I/P: favorable attitudes toward alcohol use among High school students in Jacob High from 20% to 15% as measured by One ME Youth Survey'. At the bottom, there is a 'Selected Risk AND/OR Protective Factors*' field with '(R) - Favorable attitudes toward drug use', a 'Status*' dropdown menu set to 'Active', and a checkbox for 'Achieved'.

(This is a screenshot of the Inter./ST Outcomes Page.)

Deleting an Intermediate Outcome

1. Click **Planning** from the main menu.
2. Click **Outcomes** from the submenu.
3. Click **Search** (Search) from the left toolbar to find the long-term outcome associated with the intermediate outcome you wish to delete. (See [Using the Search Feature](#) for additional instructions.)
4. Click the **Add/Edit/View Int/ST Outcomes** (Add/Edit/View Int/ST Outcomes) button.
5. Click **Search** (Search) from the left toolbar to locate the outcome you wish to delete.
*Note: Intermediate Outcomes will be 8 characters in length for the Objective Name.
6. Click the **Select** (Select) button to the right of the outcome you wish to delete.
7. Click **Delete** (Delete) from the left toolbar.
8. You will receive a message asking if you are sure you want to continue with the deletion. Click the **OK** (OK) button to continue with the deletion.
*Note: Click the **Cancel** (Cancel) button to cancel the deletion.

The screenshot displays the 'Planning - Inter./ST Outcomes' web interface. The top navigation bar includes tabs for Assessment, Planning, Program, Activities/Services, Reports, Evaluation, Coalition, Knowledge Base, Administration, Support, and Log Off. The left sidebar contains buttons for Search, Add, Edit, Save, Delete, Print, and Help. The main content area shows the 'Planning - Inter./ST Outcomes' title with a 'Return to LT Outcomes' button. Below this, there are fields for 'LTO Number 201203', 'LT Outcome' (By 06/30/2014 decrease 2 week binge drinking among high school students in Bay area from 15% to 10% as measured), 'Outcome Level' (Intermediate selected), 'Outcome Name' (20120301), and 'Entry Date' (8/29/2012). A section titled 'Outcome, Performance Target, Verification*' contains a text area with the text: 'By 06/10/2013 decrease I/P: favorable attitudes toward alcohol use among High school students in Jacob High from 20% to 15% as measured by One ME Youth Survey'. A 'Spell Check' button is located to the right of this text area. A confirmation dialog box titled 'Message from webpage' is overlaid on the text area, asking 'Are you Sure?' with 'OK' and 'Cancel' buttons. An arrow points to the 'OK' button with the label 'OK Button'. At the bottom, there is a section for 'Selected Risk AND/OR Protective Factors*' with a checkbox for 'Achieved' and a dropdown for 'Status*' set to 'Active'. Below this, a text area contains '(R) - Favorable attitudes toward drug use'.

(This is a screenshot of the Inter./ST Outcomes Page.)

Adding an Short-term Outcome

1. Click **Planning** from the main menu.
2. Click **Outcomes** from the submenu.
3. Click **Search** (Search) from the left toolbar to find the appropriate Long-term Outcome that you want to add a Short-term Outcome to. (See [Using the Search Feature](#) for additional instructions.)
4. Click the **Add/Edit/View Int/ST Outcomes** (Add/Edit/View Int/ST Outcomes) button.

(This is a screenshot of the Inter./ST Outcomes Page.)

5. The **LT Outcome** area is automatically filled in for you. Ensure that this is the correct Long-Term Outcome you would like to add a Short-term Outcome to.
6. Click **Add** (Add) from the left toolbar.

(This is a screenshot of the Inter./ST Outcomes Page.)

7. Using the **Outcome Level** radio buttons, select Short-term.
8. Select the **Intermediate Outcome** you want to add the short-term outcome to from the dropdown list.
9. To enter the **Outcome, Performance Target, Verification***:
 - a. Click on the **Launch Builder** (Launch Builder) button to launch the Builder Utility. (See [Using the Builder Utility](#) section for instructions.)
Or
 - b. Enter the outcome directly into the **Outcome, Performance Target, Verification*** box.
*Note: You may copy and paste into this box.

(This is a partial screenshot of the Short-term Outcomes Page.)

10. The **Status*** is defaulted to Active.
 - a. Active: currently in use (can be viewed in other screens).
 - b. Inactive: no longer in use (will not appear on other screens or reports).
11. A list of available factors is in the bottom box labeled **Risk and Protective Factors**. Click on the Risk & Protective Factors identified in your Needs Assessment. You may select as many as you need.

*Note: Selections for this list are based on those selected in the Choose Targeted Factors section.

- a. Use the **Move up** arrow to move items from the **Risk and Protective Factors** list to the **Selected Risk AND/OR Protective Factors*** list.
- b. The Risk and/or Protective Factor(s) you selected will be displayed in the **Selected Risk AND/OR Protective Factors*** box.

*Note: To remove a factor, click on the factor in the **Selected** list, and click the **Move down** arrow.

12. Click **Save** (Save) from the left toolbar.

*Note: Click **Cancel** (Cancel) to quit without saving changes.

(This is a partial screenshot of the Short-term Outcomes Page.)

*Note: When this Short-term Outcome has been achieved, select the ☐ **Achieved** (Achieved) check box.

Editing a Short-term Outcome

1. Click **Planning** from the main menu.
2. Click **Outcomes** from the submenu.
3. Click **Search** (Search) from the left toolbar to find the long-term outcome associated with the short outcome you wish to edit. (See [Using the Search Feature](#) for additional instructions.)
4. Click the **Add/Edit/View Int/ST Outcomes** (Add/Edit/View Int/ST Outcomes) button.
5. Click **Search** (Search) from the left toolbar to locate the outcome you wish to edit.
*Note: Short-term Outcomes will be 10 characters in length for the Objective Name.
6. Click the **Select** (Select) button to the right of the outcome you wish to edit.
7. Click **Edit** (Edit) from the left toolbar.
8. Make any changes needed to the form.
9. Click **Save** (Save) from the left toolbar.
*Note: Click **Cancel** (Cancel) to quit without saving changes.

The screenshot shows the 'Planning - Inter./ST Outcomes' form. At the top, there is a navigation bar with tabs: Assessment, Planning, Program, Activities/Services, Reports, Evaluation, Coalition, Knowledge Base, Administration, Support, and Log Off. Below this, the 'Outcomes' tab is selected. The form has a left sidebar with buttons: Search, Add, Edit, Save, Delete, Print, and Help. The main content area is titled 'Planning - Inter./ST Outcomes' and includes a 'Return to LT Outcomes' button. The form fields are: LTO Number 201203, LT Outcome (By 06/30/2014 decrease 2 week binge drinking among high school students in Bay area from 15% to 10% as measured), Outcome Level (Intermediate selected, Short-term unselected), Outcome Name (20120301), and Entry Date (8/29/2012). Below these fields is a section for 'Outcome, Performance Target, Verification*' with a 'Spell Check' button. The text in this section is: 'By 06/10/2013 decrease I/P: favorable attitudes toward alcohol use among High school students in Jacob High from 20% to 15% as measured by One ME Youth Survey'. At the bottom, there is a section for 'Selected Risk AND/OR Protective Factors*' with a checkbox for 'Achieved' and a 'Status*' dropdown menu set to 'Active'. The text in this section is: '(R) - Favorable attitudes toward drug use'.

(This is a screenshot of the Outcomes Page.)

Deleting a Short-term Outcome

1. Click **Planning** from the main menu.
2. Click **Outcomes** from the submenu.
3. Click **Search** (Search) from the left toolbar to find the long-term outcome associated with the short outcome you wish to edit. (See [Using the Search Feature](#) for additional instructions.)
4. Click the **Add/Edit/View Int/ST Outcomes** (Add/Edit/View Int/ST Outcomes) button.
5. Click **Search** (Search) from the left toolbar to locate the outcome you wish to delete.
*Note: Short-term Outcomes will be 10 characters in length for the Objective Name.
6. Click the **Select** (Select) button to the right of the outcome you wish to delete.
7. Click **Delete** (Delete) from the left toolbar.
8. You will receive a message asking if you are sure you want to continue with the deletion. Click the **OK** (OK) button to continue with the deletion.
*Note: Click the **Cancel** (Cancel) button to cancel the deletion.

The screenshot displays the 'Planning - Inter./ST Outcomes' interface. The top navigation bar includes links for Assessment, Planning, Program, Activities/Services, Reports, Evaluation, Coalition, Knowledge Base, Administration, Support, and Log Off. The left sidebar contains buttons for Search, Add, Edit, Save, Delete, Print, and Help. The main content area shows details for LTO Number 201203 and LT Outcome. A confirmation dialog box titled 'Message from webpage' is open, asking 'Are you Sure?' with 'OK' and 'Cancel' buttons. An arrow points to the 'OK' button with the label 'OK Button'. Below the dialog, the 'Selected Risk AND/OR Protective Factors' section shows '(R) - Rebelliousness'.

(This is a screenshot of the Outcomes Page.)

Using the Builder Utility

The Builder Utility makes the process of entering outcome descriptions easier and more accurate.

1. To go to the Builder Utility, click the **Launch Builder** (Launch Builder) button from the Planning – Long Term or Inter./ST Outcomes Edit form.

(This is a screenshot of the Planning – Long term Outcome Add page.)

2. Enter the **Target Date** as mm/dd/yyyy.
3. Select either increase or decrease from the **Verb** dropdown list.
4. Select the **Indicator** from the dropdown list.
5. Enter the target population in the **Target Group** field.
6. Enter the **Location** that this outcome is targeting.
7. Select either Percent or Mean from the dropdown list.
8. Insert values for baseline and desired outcome in the **From** and **To** fields.
9. Select the **Instrument** that will be used to measure the outcome from the dropdown list.
*Note: If an Instrument is not within the list, select Other and specify the instrument in the **Other** text box.
10. Click on the **Apply** (Apply) button to turn these choices into an outcome.
*Note: To exit the Builder Utility, click the **Cancel** (Cancel) button.

(This is a screenshot of the Builder Utility.)

PROGRAM

Program

Programs are implemented with the intention that they will result in a specific outcome. The program module allows the user to identify their programs and assign groups to each program.

Adding a Science-Evidence Based Program

1. Click **Program** from the main menu.
2. Click **Program** from the sub-menu.
3. Click **Add** (Add) from the left toolbar.

The screenshot shows the 'Program' page in a web application. The top navigation bar includes 'Assessment', 'Planning', 'Program', 'Activities/Services', 'Reports', 'Evaluation', 'Coalition', 'Knowledge Base', 'Administration', 'Support', and 'Log Off'. The 'Program' page has a left toolbar with buttons: Search, Add, Edit, Save, Delete, Print, and Help. The 'Add' button is highlighted. The main form area is titled 'Program' and contains fields for 'Program Name*' (SIRP), 'Description*' (Alternative to suspension program), 'Program Type*' (Indicated), 'Funding Sources*' (SAPTBG), 'Identified Domain*' (Individual_Peer), 'Status*' (Active), 'Required Sessions' (0), and 'Required Hours' (0). There are also buttons for 'Add/Edit/View Groups' and 'Spell Check'.

(This is a partial screenshot of the Program Page.)

4. Select the Science-Evidence Based radio button.
5. Select which type of program you want to add (Model Program, Promising Approach, Effective Program) from the **Science-Based** dropdown list.
6. Select the **Program** from the dropdown list.
Note:* If you want to obtain detailed information about the program, click the **Info. (Info.) button.
7. Click the **Apply** (Apply) button.
 - a. The **Program Name*** and **Description*** will be filled in for you.

The screenshot shows the 'Program' page with the 'Science-Based' dropdown list open. The 'Apply' button is highlighted. The 'Science-Based' dropdown list shows 'Model Program' selected. The 'Program Name*' field is filled with 'Project Towards No Drug Abuse (TND)'. The 'Description*' field is empty. The 'Program Type*' dropdown list shows 'Universal' selected. The 'Choose Funds*' and 'Choose Domain*' dropdown lists are also empty. The 'Apply' button is highlighted with an orange box and labeled 'Apply Button'.

(This is a screenshot of the Program Page.)

8. Select the **Program Type*** from the dropdown list. You can select multiple entries for the **Program Type**.
 *Note: Once a program type is selected, it will appear in the box directly below the **Program Type*** dropdown list.
9. Select the funding source from the **Choose Funds*** dropdown list. You can select multiple entries for the **Funds**.
 *Note: Once a funding source is selected, it will appear in the box directly below the **Choose Funds*** dropdown list.
10. Select the domain from the **Choose Domain*** dropdown list. You can select multiple entries for the **Domain**.
 *Note: Once a domain is selected, it will appear in the box directly below the **Choose Domain*** dropdown list.
11. The **Status*** is defaulted to Active.
 - a. Active: currently in use (can be viewed in other screens).
 - b. Inactive: no longer in use (will not appear on other screens or reports).
12. If desired, enter in the **Required Sessions** (required number of sessions).
13. If desired, enter in the **Required Hours** (required number of hours).
 *Note: This is the total number of hours for the **program**, not the session.
14. Select the **Inter./ST Outcomes*** from the dropdown list to link to this program. You can select multiple entries for the **Outcomes***.
 *Note: Once an outcome is selected, it will appear in the box directly below the **Outcomes*** dropdown list.

(This is a partial screenshot of the Program Page.)

(This is a partial screenshot of the Program Page.)

15. Enter the **Start Date*** and **End Date*** for the program as mm/dd/yyyy.
 *Note: If you are unsure of the **Start Date*** and/or **End Date***, enter the beginning and ending date of the fiscal year.
 16. If desired, fill in the **Notes** box if you wish to enhance the pre-populated description of a Science-Based program.
 17. Select the survey instrument from the **Select Instruments** dropdown list. You can select multiple entries for the **survey**.
 *Note: The **Select Instruments** options found in the dropdown list are based upon the **Choose Domain** selection.
 - a. Click the **Apply** (Apply) button.
 - b. The instrument will appear in the box directly below the **Select Instrument** dropdown list.
 18. Click **Save** (Save) from the left toolbar.
- *Note: Click **Cancel** (Cancel) to quit without saving changes.

The screenshot shows a portion of a web form. At the top, there are two date input fields: 'Start Date* (mm/dd/yyyy)' with the value '09/01/2012' and 'End Date* (mm/dd/yyyy)' with the value '06/10/2013'. Below these is a large text area labeled 'Notes'. Under the 'Notes' box is a section titled 'Select Instruments' which contains a dropdown menu. Below the dropdown menu, two buttons labeled 'Info.' and 'Apply' are visible. An orange callout box with an arrow points to the 'Apply' button, with the text 'Apply Button' inside. Below the 'Select Instruments' section, there is a list of selected instruments: 'One ME Adult Survey' and 'One ME Youth Survey'. On the far right, a vertical toolbar contains a 'Save' button.

(This is a partial screenshot of the Program Page.)

*Note: You will now have to register a group for the program. Click the **Add/Edit/View Groups** (Add/Edit/View Groups) button. For more instructions on registering a group, see [Adding a Group to a Program](#). (Follow steps 4-9.)

Tips

- To remove a program type, funding source, domain, outcome, or instrument from the selected box, click on the item and then click the **Remove** button to return it to the dropdown list.
- If you will be doing Assessments for participants, you must select an **Instrument**.

Adding a Local Innovative Program

1. Click **Program** from the main menu.
2. Click **Program** from the submenu.
3. Click **Add** (Add) from the left toolbar.

4. Select **Local Innovative** as your program type by clicking the radio button.
5. Enter the name of the program in the **Program Name*** field.
6. Enter in the description of the program in the **Description*** field.
7. Select the **Program Type*** from the dropdown list. You can select multiple entries for the **Program Type**.
 *Note: Once a program type is selected, it will appear in the box directly below the **Program Type*** dropdown list.
8. Select the funding source from the **Choose Funds*** dropdown list. You can select multiple entries for the **Funds**.
 *Note: Once a funding source is selected, it will appear in the box directly below the **Choose Funds*** dropdown list.
9. Select the domain from the **Choose Domain*** dropdown list. You can select multiple entries for the **Domain**.
 *Note: Once a domain is selected, it will appear in the box directly below the **Choose Domain*** dropdown list.

(This is a partial screenshot of the Program Page.)

(This is a partial screenshot of the Program Page.)

10. The **Status*** is defaulted to Active.
 - a. Active: currently in use (can be viewed in other screens).
 - b. Inactive: no longer in use (will not appear on other screens or reports).
11. If desired, enter in the **Required Sessions** (required number of sessions).
12. If desired, enter in the **Required Hours** (required number of hours).

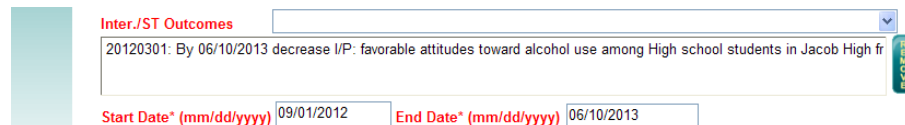
***Note:** This is the total number of hours for the **program**, not the session.
13. Select the **Inter./ST Outcomes*** from the dropdown list to link to this program. You can select multiple entries for the **Outcomes***.

Note:** Once an outcome is selected, it will appear in the box directly below the **Outcomes dropdown list.
14. Enter the **Start Date*** and **End Date*** for the program as mm/dd/yyyy.

Note:** If you are unsure of the **Start Date and/or **End Date***, enter the beginning and ending date of the fiscal year.
15. If desired, fill in the **Notes** box if you wish to add additional information regarding this program.
16. Select the survey instrument from the **Select Instruments** dropdown list. You can select multiple entries for the **survey**.

***Note:** The **Select Instruments** options found in the dropdown list are based upon the **Choose Domain** selection.
17. Click the **Apply** (Apply) button.
 - a. The instrument will appear in the box directly below the **Select Instrument** dropdown list.
18. Click **Save** (Save) from the left toolbar.

***Note:** Click **Cancel** (Cancel) to quit without saving changes.

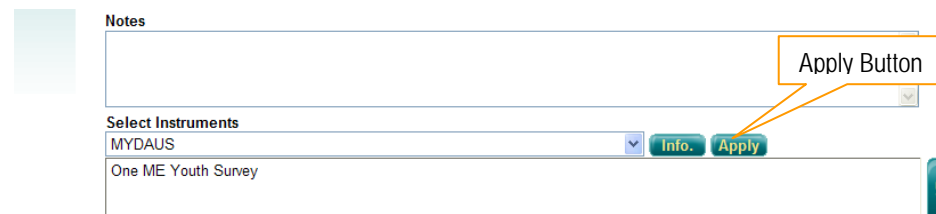


Inter./ST Outcomes

20120301: By 06/10/2013 decrease I/P: favorable attitudes toward alcohol use among High school students in Jacob High fr

Start Date* (mm/dd/yyyy) 09/01/2012 End Date* (mm/dd/yyyy) 06/10/2013

(This is a partial screenshot of the Program Page.)



Notes

Select Instruments

MYDAUS

One ME Youth Survey

Apply Button

(This is a partial screenshot of the Program Page.)

***Note:** You will now have to register a group for the program. Click the **Add/Edit/View Groups** (Add/Edit/View Groups) button. For more instructions on registering a group, see [Adding a Group to a Program](#). (Follow steps 4-9.)

Tips

- To remove a program type, funding source, domain, outcome, or instrument from the selected box, click on the item and then click the **Remove** button to return it to the dropdown list.
- If you will be doing Assessments for participants, you must select an **Instrument**.

Editing a Program

1. Click **Program** from the main menu.
2. Click **Program** from the submenu.
3. Click **Search** (Search) from the left toolbar to locate the program you wish to edit. (See [Using the Search Feature](#) section for additional details.)
4. Click the **Select** (Select) button to the right of the program you wish to edit.
5. Click **Edit** (Edit) from the left toolbar.
6. Make any changes needed to the form.
7. Click **Save** (Save) from the left toolbar.

*Note: Click **Cancel** (Cancel) to quit without saving changes.

The screenshot shows the 'Program' page in a web application. The top navigation bar includes 'Assessment', 'Planning', 'Program', 'Activities/Services', 'Reports', 'Evaluation', 'Coalition', 'Knowledge Base', 'Administration', 'Support', and 'Log Off'. The left sidebar has buttons for 'Search', 'Add', 'Edit', 'Save', 'Delete', 'Print', and 'Help'. The main form is titled 'Program' and contains the following fields: 'Program Name*' (Just Say No to Drinking), 'Description*' (A program to help adolescents resist peer pressure to drink.), 'Program Type*' (Selective), 'Funding Sources*' (Healthy Maine), 'Identified Domain*' (Individual_Peer), 'Status*' (Active), 'Required Sessions' (0), and 'Required Hours' (0). There is a 'Spell Check' button next to the Program Name field. The 'Inter./ST Outcomes' section contains the text: '20120301: By 06/10/2013 decrease I/P: favorable attitudes toward alcohol use among High school students in Jacob High fr'. At the bottom, there are 'Start Date*' (9/1/2012) and 'End Date*' (6/10/2013) fields.

(This is a partial screenshot of the Program Page.)

Deleting a Program

1. Click **Program** from the main menu.
2. Click **Program** from the submenu.
3. Click **Search** (Search) from the left toolbar to locate the program you wish to delete. (See [Using the Search Feature](#) section for additional details.)
4. Click the **Select** (Select) button to the right of the program you wish to delete.
5. Click **Delete** (Delete) from the left toolbar.
6. You will receive a message asking if you are sure you want to continue with the deletion. Click the **OK** (OK) button to continue with the deletion.

*Note: Click the **Cancel** (Cancel) button to cancel the deletion.

This screenshot is similar to the one above, but it includes a confirmation dialog box titled 'Message from webpage' with the text 'Are you Sure?'. The dialog box has 'OK' and 'Cancel' buttons. An orange box highlights the 'OK' button, with a label 'OK Button' pointing to it. The background form is partially obscured by the dialog box.

(This is a partial screenshot of the Program Page.)

Tips

- You cannot delete a program if Groups have been associated with it. Set the **Status** to Inactive.

Groups

Groups are created for programs that have Recurring or Multiple Classroom services. Groups can be identified by participants or by demographics. Groups with recurring events are assigned participants so that attendance can be tracked. Groups with multiple classroom events can be identified as either participant groups (allowing attendance to be tracked) or as demographic groups.

Groups are created for programs that have Recurring or Multiple Classroom services.

Adding a Group to a Program

1. Click **Program** from the main menu.
2. Click **Program** from the sub-menu.
3. Click **Search** (Search) from the left toolbar to find the appropriate program that you want to add a group to. (See [Using the Search Feature](#) for additional instructions.)
4. Click the **Add/Edit/View Groups** (Add/Edit/View Groups) button.

Program

Science-Based ☒ Science-Evidence Based ☐ Local Innovative **Add/Edit/View Groups**

Model Program **Apply** **Info.**

Program Name* Project Towards No Drug Abuse (TND) **Spell Check**

Description* Project TND is a drug abuse prevention program aimed at continuation high-school youth who are at high risk for drug abuse. Project TND is designed to address the primary causes of drug abuse among adolescents.

Program Type* Universal **Funding Sources*** Healthy Maine **Identified Domain*** Individual_Peer School

(This is a partial screenshot of the Program Page.)

5. Click **Add** (Add) from the left toolbar.

Group

Return To Program

Program Name* Project Towards No Drug Abuse (TND)

Description* Project TND is a drug abuse prevention program aimed at continuation high-school youth who are at high risk for drug abuse. Project TND is designed to address the primary causes of drug abuse among adolescents.

Group Name* **Existing Groups**

Group Usage* Recurring Events **Group Status*** Active

(This is a partial screenshot of the Group Page.)

6. Enter a name for the group in the **Group Name*** field.
7. Select whether the group is for Recurring Events or Multi-Classroom Events from the **Group Usage*** dropdown list.
8. The **Group Status*** is defaulted to Active.
 - a. Active: currently in use (can be viewed in other screens).
 - b. Inactive: no longer in use (will not appear on other screens or reports).
9. Select the participants if the group is Recurring or enter the group demographics if the group is Multi-Classroom.
 *Note: For directions on selecting participants and entering group demographics, see [Entering Group Details](#). If participants have not been registered yet, see [Adding a Participant](#).
10. Click **Save** (Save) from the left toolbar.
 *Note: Click **Cancel** (Cancel) to quit without saving changes.

The screenshot shows the 'Group' form in the software. The form is titled 'Group' and has a 'Return To Program' button. It contains the following fields and controls:

- Program Name***: A dropdown menu with 'Project Towards No Drug Abuse (TND)' selected.
- Description***: A text area containing the text: 'Project TND is a drug abuse prevention program aimed at continuation high-school youth who are at high risk for drug abuse. Project TND is designed to address the primary causes of drug abuse among'.
- Group Name***: An empty text input field.
- Group Usage***: An empty dropdown menu.
- Existing Groups**: A dropdown menu with 'PTND Class 1' selected.
- Group Status***: A dropdown menu with 'Active' selected.

On the left side of the form, there is a toolbar with the following buttons: Search, Cancel, Edit, Save, Delete, Print, and Help.





Tips

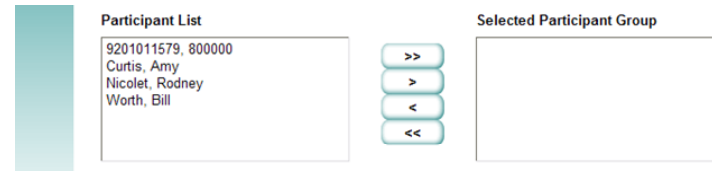
- Determine a unique naming structure for the group names prior to data entry to ensure consistency.

Entering Group Details

Entering group details consists of adding individual participants or participant demographic information to a group.





Adding Participants to a Group

1. From the Add or Edit page for the appropriate group, assign the participant to the group by selecting the participant from the **Participant List**. If desired, hold down the CTRL (**Control**) key on your keyboard to select more than one.
 - a. Use the  button to move the highlighted participant(s) to the **Selected Participant Group** box. (See the table below for a summary of the button functions.)
 - b. The participant(s) will be displayed in the **Selected Participant Group** box.
 - i. If you want to remove a participant from the group, click on the participant in the **Selected Program Group** box and click the  button.
2. Click  (**Save**) from the left toolbar.
*Note: Click  (**Cancel**) to quit without saving changes.



(This is a partial screenshot of the Group Page.)

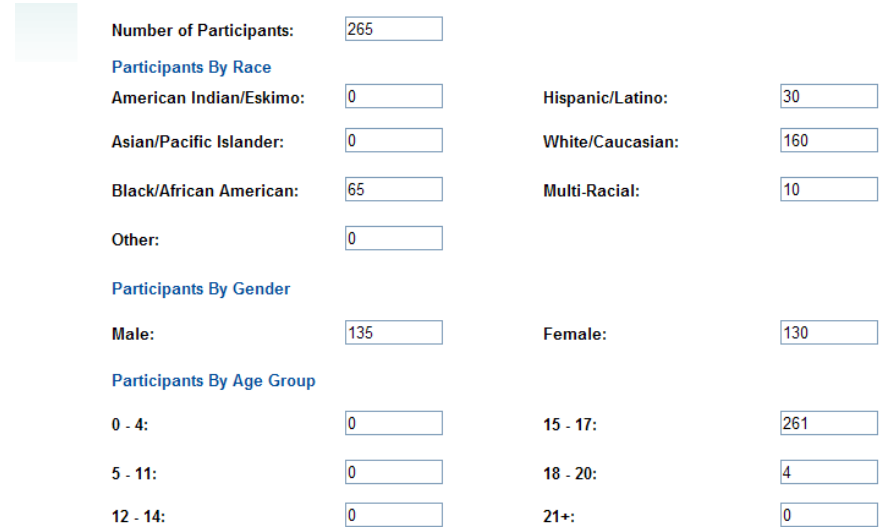
The following table summarizes the arrow buttons:

Button	Function
	Moves all participants from the Participant List to the Selected Participant Group List.
	Moves only the selected participant from the Participant List to the Selected Participant Group List.
	Moves all participants from the Selected Participant Group List to the Participant List .
	Moves only the selected participant from the Selected Participant Group List to the Participant List .

Adding Demographics to a Group

1. From the Add or Edit page for the appropriate group, enter the estimated total **Number of Participants** for this group.
2. Enter the number of **Participants By Race** in the appropriate categories.
3. Enter the number of **Participants By Gender** in the appropriate categories.
4. Enter the number of **Participants By Age Group** in the appropriate categories.
5. Click **Save** (Save) from the left toolbar.

*Note: Click **Cancel** (Cancel) to quit without saving changes.



The screenshot shows a form for adding demographics to a group. It includes sections for 'Participants By Race', 'Participants By Gender', and 'Participants By Age Group'. Each section has input fields for various categories, with some fields pre-filled with values.

Participants By Race	
Number of Participants:	265
American Indian/Eskimo:	0
Asian/Pacific Islander:	0
Black/African American:	65
Other:	0
Hispanic/Latino:	30
White/Caucasian:	160
Multi-Racial:	10

Participants By Gender	
Male:	135
Female:	130

Participants By Age Group	
0 - 4:	0
5 - 11:	0
12 - 14:	0
15 - 17:	261
18 - 20:	4
21+:	0

(This is a partial screenshot of the Group Page.)

Tips

- All subcategories (e.g., Participants By Race) MUST be equal to the total **Number of Participants**.
- Remember, this is an estimation of the number of participants in the group. The number may increase or decrease once sessions begin. The actual number of participants per session will be noted in the Multiple-Classroom screen in the **Count** field.

Editing a Group

1. Click **Program** from the main menu.
2. Click **Program** from the submenu.
3. Click **Search** (Search) from the left toolbar to find the program associated with the group you wish to edit. (See [Using the Search Feature](#) for additional instructions.)
4. Click **Add/Edit/View Groups** (Add/Edit/View Groups) button.

The screenshot shows the 'Program' page in the software. The top navigation bar includes 'Assessment', 'Planning', 'Program', 'Activities/Services', 'Reports', 'Evaluation', 'Coalition', 'Knowledge Base', 'Administration', 'Support', and 'Log Off'. The left sidebar has a search icon and buttons for 'Search', 'Add', 'Edit', 'Save', 'Delete', 'Print', and 'Help'. The main content area is titled 'Program' and shows a form for 'Science-Based' programs. The 'Program Name' is 'Project Towards No Drug Abuse (TND)'. The 'Description' is 'Project TND is a drug abuse prevention program aimed at continuation high-school youth who are at high risk for drug abuse. Project TND is designed to address the primary causes of drug abuse among...'. The 'Program Type' is 'Universal', 'Funding Sources' is 'Healthy Maine', and 'Identified Domain' is 'Individual_Peer School'. A blue button labeled 'Add/Edit/View Groups' is highlighted with an orange box and an arrow pointing to it from the text 'Add, Edit, View Groups Button'.

(This is a partial screenshot of the Program Page.)

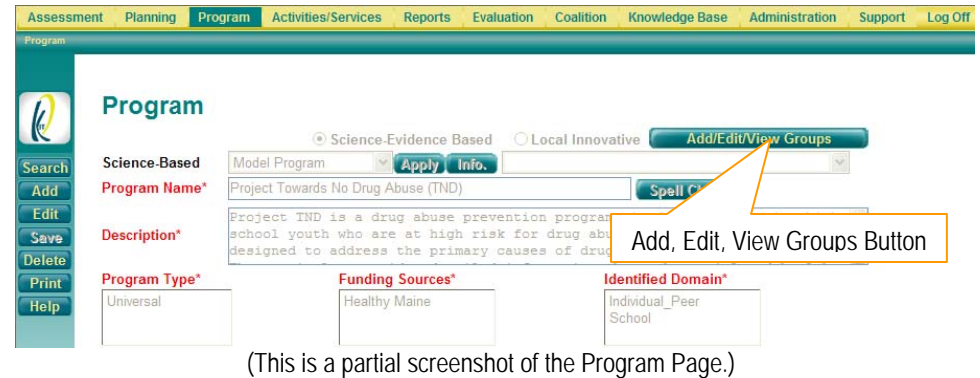
5. Select the group that needs editing from the **Existing Groups** dropdown list.
 6. Click **Edit** (Edit) from the left toolbar.
 7. Make any changes needed to the form.
 8. Click **Save** (Save) from the left toolbar.
- *Note: Click **Cancel** (Cancel) to quit without saving changes.

The screenshot shows the 'Group' page in the software. The top navigation bar is the same as the previous screenshot. The left sidebar has the same buttons. The main content area is titled 'Group' and shows a form for editing a group. The 'Program Name' is 'Project Towards No Drug Abuse (TND)'. The 'Description' is 'Project TND is a drug abuse prevention program aimed at continuation high-school youth who are at high risk for drug abuse. Project TND is designed to address the primary causes of drug abuse among...'. The 'Group Name' is 'TND - Spring 2012/2013', 'Existing Groups' is 'TND - Spring 2012/2013', 'Group Usage' is 'Recurring Events', and 'Group Status' is 'Active'. A blue button labeled 'Return To Program' is in the top right. Below the form is the 'Group Details' section, which includes a 'Participant List' and a 'Selected Participant Group'. The 'Participant List' shows a list of names: 'Estevan, Brandon', 'Fletcher, Tonya', 'Martinez, Iyana', 'Tennon, Malinda', 'Lauze, Katie', and 'Worth, William'. The 'Selected Participant Group' is empty. Navigation buttons '>>', '>', '<', and '<<' are between the two lists.

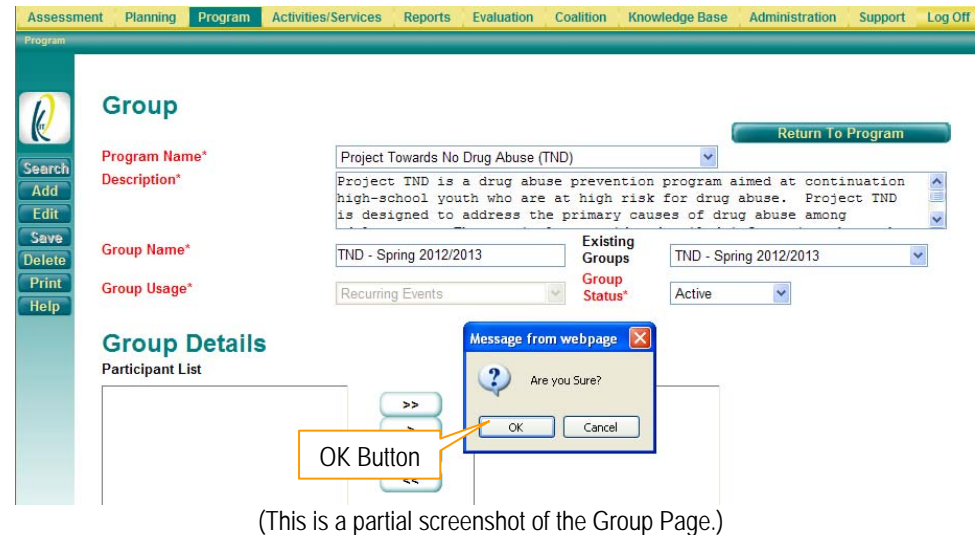
(This is a partial screenshot of the Group Page.)

Deleting a Group

1. Click **Program** from the main menu.
2. Click **Program** from the submenu.
3. Click **Search** (Search) from the left toolbar to find the program associated with the group you wish to delete. (See [Using the Search Feature](#) for additional instructions.)
4. Click **Add/Edit/View Groups** (Add/Edit/View Groups) button.



5. Select the group that needs deleting from the **Existing Groups** dropdown list.
 6. Click **Delete** (Delete) from the left toolbar.
 7. You will receive a message asking if you are sure you want to continue with the deletion. Click the **OK** (OK) button to continue with the deletion.
- *Note: Click the **Cancel** (Cancel) button to cancel the deletion.



ACTIVITIES/SERVICES

Participant

The Participant module allows you to identify participants for tracking individual attendance for a recurring service.

Adding a Participant

1. Click **Activities/Services** from the main menu.
2. Click **Participant** from the submenu.
3. Click **Add** (Add) from the left toolbar.
4. Enter the participant's **First Name***.
5. Enter the participant's **Middle Initial**.
*Note: If no middle name is known, use "X"
6. Enter the participant's **Last Name***.
7. The **Status*** is defaulted to Active.
 - a. Active: currently in use (can be viewed in other screens).
 - b. Inactive: no longer in use (will not appear on other screens or reports).
8. Select the participant's **Gender*** from the dropdown list.
9. Enter the participant's **Birth Date*** as mm/dd/yyyy.
10. Select the participant's **Race*** from the dropdown list.
*Note: If you chose *Other* in the **Race** field, enter a specific description of the participant's race in the **Other Race** field.
11. If known, enter the participant's **Contact Information** and **Emergency Contact Information**.

This screenshot shows the 'Participant Information' form with the following data entered:




- Input Date:** 6/25/2012
- Provider ID:** 800000
- General Information:**
 - First Name*:** Katie
 - Middle Initial:** A
 - Status*:** Active
 - Last Name*:** Lauze
 - Gender*:** Female
 - Birth Date*:** 1/1/1998
 - Race*:** White
 - Ethnicity:** Hispanics or Latin
- Contact Information:**
 - Address:** (empty)
 - City:** (empty)


(This is a partial screenshot of the Participant Page.)

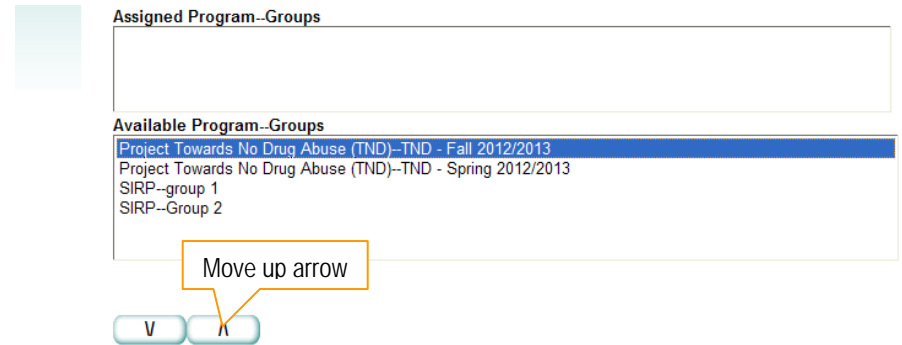
This screenshot shows the 'Participant Information' form with the following data entered:

- Input Date:** 8/30/2012
- Provider ID:** 800000
- General Information:**
 - First Name*:** (empty)
 - Middle Initial:** (empty)
 - Status*:** Active
 - Last Name*:** (empty)
 - Gender*:** (empty)
 - Birth Date*:** (empty)
 - Race*:** (empty)
 - Ethnicity:** (empty)
- Contact Information:**
 - Address:** (empty)
 - City:** (empty)
 - State:** (empty)
 - Zip Code:** (empty)
 - Phone:** (empty)
 - Alternative Address (If different):** (empty)
 - Email:** (empty)
 - Exit Date:** (empty)
- Emergency Contact Information:**
 - Name:** (empty)
 - Phone:** (empty)

(This is a partial screenshot of the Participant Page.)

12. Assign the participant to a program-group by clicking on appropriate program-group. If desired, hold down the Ctrl (**Control**) key to select more than one.
 - a. Use the  (**Move up**) arrow to move the highlighted program-group up to the **Assigned Program-Groups** box.
 - b. The Program-Group you selected will be displayed in the **Assigned Program-Groups** box.
 - i. If you want to remove a program-group from the **Assigned** list, click on the program-group in the **Assigned** list, and click the  (**Move down**) arrow.
13. Click  (**Save**) from the left toolbar.

***Note:** Click  (**Cancel**) to quit without saving changes.



(This is a partial screenshot of the Participant Page.)

Encrypting a Client Name

An "Encrypted ID" feature in the Participant Information Screen allows participants to be tracked in KIT Prevention via an "Encrypted Id", rather than by their name and birth date. This is an avenue to track participants who refuse to release their name, birth date, or both. This also ensures confidentiality throughout the application.

***Note:** After saving a participant, the **Encrypt Name** (Encrypt Name) button becomes active.

1. Click the **Encrypt Name** (Encrypt Name) button.
 - a. You will be prompted with a message asking if you are sure.
 - b. Click **OK** (OK) to continue with the encryption.***Note:** Click **Cancel** (Cancel) to cancel the encryption.
 2. The participant's name will be replaced with a randomly generated number to ensure confidentiality.
- *Note:** Encryption CANNOT be undone.

First Name*	Bill	→	First Name*	999870
Last Name*	Worth	→	Last Name*	315919
Birth Date*	3/15/1987		Birth Date*	3/15/1987

The screenshot shows the 'Participant Information' form. At the top, there's a navigation bar with tabs like 'Assessment', 'Planning', 'Program', 'Activities/Services', 'Reports', 'Evaluation', 'Coalition', 'Knowledge Base', 'Administration', 'Support', and 'Log Off'. Below this, there's a sub-navigation bar with 'Data Collection Forms', 'Participant', 'Single Service', 'Resurring Service', 'Multiple-classroom', and 'Healthy Maine Works'. The main form has fields for 'Input Date' (10/9/2012) and 'Provider ID' (800000). A green 'Encrypt Name' button is visible in the top right. A confirmation dialog box titled 'Message from webpage' with a question mark icon is open, asking 'Are you Sure?' with 'OK' and 'Cancel' buttons. The form also includes sections for 'General Information' (First Name*, Last Name*, Birth Date*, Middle Initial, Gender*, Marital Status, Race*, Ethnicity) and 'Contact Information' (Address, State, Zip Code, Alternative Address, Email, Exit Date).

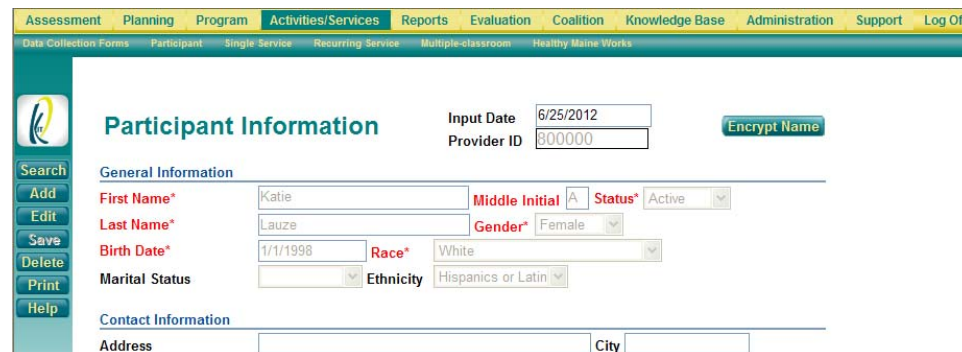
(This is a partial screenshot of the Participant Page.)

***Note:** Notice the name "Bill Worth" has been changed to "999870 315919"

Editing a Participant

1. Click **Activities/Services** from the main menu.
2. Click **Participant** from the submenu.
3. Click **Search** (Search) from the left toolbar to locate the participant you wish to edit. (See [Using the Search Feature](#) section for additional details.)
4. Click the **Select** (Select) button to the right of the participant you wish to edit.
5. Click **Edit** (Edit) from the left toolbar.
6. Make any changes needed to the form.
7. Click **Save** (Save) from the left toolbar.

*Note: Click **Cancel** (Cancel) to quit without saving changes.



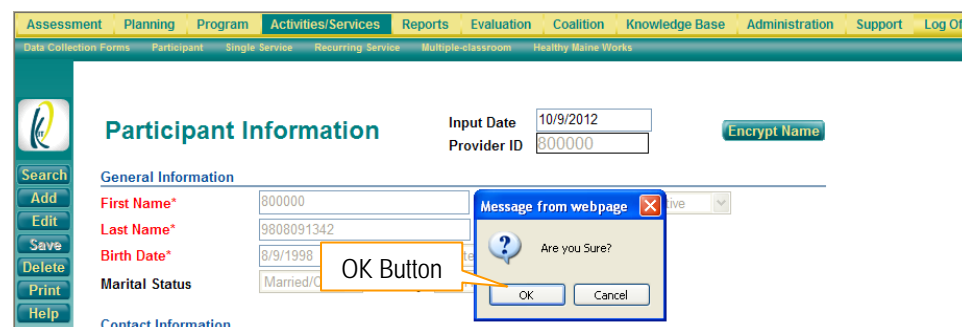
The screenshot shows the 'Participant Information' page in the software. The top navigation bar includes 'Assessment', 'Planning', 'Program', 'Activities/Services', 'Reports', 'Evaluation', 'Coalition', 'Knowledge Base', 'Administration', 'Support', and 'Log Off'. Below this is a sub-menu bar with 'Data Collection Forms', 'Participant', 'Single Service', 'Recurring Service', 'Multiple-classroom', and 'Healthy Maine Works'. The left toolbar contains buttons for 'Search', 'Add', 'Edit', 'Save', 'Delete', 'Print', and 'Help'. The main form area is titled 'Participant Information' and includes fields for 'Input Date' (6/25/2012), 'Provider ID' (800000), and an 'Encrypt Name' button. The 'General Information' section contains fields for 'First Name*' (Katie), 'Middle Initial' (A), 'Status*' (Active), 'Last Name*' (Lauze), 'Gender*' (Female), 'Birth Date*' (1/1/1998), 'Race*' (White), 'Marital Status', and 'Ethnicity' (Hispanics or Latin). The 'Contact Information' section has fields for 'Address' and 'City'.

(This is a partial screenshot of the Participant Information Page.)

Deleting a Participant

1. Click **Activities/Services** from the main menu.
2. Click **Participant** from the submenu.
3. Click **Search** (Search) from the left toolbar to locate the participant you wish to delete. (See [Using the Search Feature](#) section for additional details.)
4. Click the **Select** (Select) button to the right of the participant you wish to delete.
5. Click **Delete** (Delete) from the left toolbar.
6. You will receive a message asking if you are sure you want to continue with the deletion. Click the **OK** (OK) button to continue with the deletion.

*Note: Click the **Cancel** (Cancel) button to cancel the deletion.



The screenshot shows the 'Participant Information' page with a confirmation dialog box overlaid. The dialog box is titled 'Message from webpage' and contains the text 'Are you Sure?'. It has 'OK' and 'Cancel' buttons. An arrow points to the 'OK' button with the label 'OK Button'. The background form shows the 'General Information' section with fields for 'First Name*' (800000), 'Last Name*' (9808091342), 'Birth Date*' (8/9/1998), and 'Marital Status' (Married/C). The 'Contact Information' section has fields for 'Address' and 'City'.

(This is a partial screenshot of the Participant Information Page.)

Single Service Activity

Single Services are one-time prevention activities that may or may not be based upon theory and/or empirical evidence of a prevention effect. One-time prevention services include annual events like Red Ribbon Day, school assemblies, health fairs, etc. and may or may not be replicable across settings.

The KIT Prevention Service tracks single events differently than recurring events and multiple classroom events. The distinction is based on the participants. A single event, even if it is the same curriculum, involves different participants. Recurring events involve the same set of participants through multiple sessions (e.g. a parenting class series). A multiple-classroom event is comprised of a single event happening at multiple locations and therefore different participants (e.g. drug prevention assemblies at different school buildings).

Adding a Single Service

1. Click **Activities/Services** from the main menu.
2. Click **Single Service** from the submenu.
3. Click **Add** (Add) from the left toolbar.

4. Select the appropriate **Program*** from the dropdown list.
***Note:** All of the programs that have been entered for your organization will be listed in the dropdown list.
 - a. The **Program Description** will fill in automatically for you.
5. Select the appropriate **Inter./ST Outcome*** from the dropdown list.
Note:** **Inter./ST Outcome and **Inter./ST Outcome Description** are filled in automatically based on the program that was selected.
 - a. The **Inter./ST Description** will fill in automatically for you.
6. Enter the date of the event in the **Service Date*** field as mm/dd/yyyy.
7. Select a **Service Location*** from the dropdown list to indicate what county the event took place.
***Note:** Use the best fit if multiple locations are served by this one event.

The screenshot shows the 'Single Service' page in the KIT Prevention Service software. The top navigation bar includes 'Assessment', 'Planning', 'Program', 'Activities/Services', 'Reports', 'Evaluation', 'Coalition', 'Knowledge Base', 'Administration', 'Support', and 'Log Off'. Below this, a submenu shows 'Data Collection Forms', 'Participant', 'Single Service', 'Recurring Service', 'Multiple-classroom', and 'Healthy Maine Works'. The left toolbar contains 'Search', 'Add', 'Edit', 'Save', 'Delete', 'Print', and 'Help'. The main form area has the title 'Single Service' and buttons for 'Print Data Collection Form', 'Copy Service', and 'Staff Time'. The form fields are: 'Program*' (a dropdown menu showing 'Project Towards No Drug Abuse (TND)'), 'Program Description' (a text area), 'Inter./ST Outcome*' (a dropdown menu), and 'Inter./ST Description' (a text area).

(This is a partial screenshot of the Single Service Page.)

This screenshot shows the bottom section of the 'Single Service' page. It includes the same navigation and toolbar as the previous screenshot. The form fields are: 'Service Date*' (a date input field) and 'Service Location*' (a dropdown menu). The 'Program*' dropdown is also visible at the top of the form area.

This is a partial screenshot of the Single Service Page.)

8. Select a **Service Code*** from the dropdown list.

***Note:** If you are unsure of which Service Code to select, select the one that best represents the activity.

- a. The **Count Method** will be filled in automatically for you based off of the **Service Code*** selected.

Note:** The **Service Code dictates the method of counting required; this will be specified in the **Count Method** field. Depending on the service code, different counts will be required. For example: A Health Fair counts the number of attendees not the actual count of people that visited your booth.

9. Select the appropriate **Service Population*** from the dropdown list.

10. Enter in a descriptive name that identifies the group served in the **Name of Group*** field.

***Note:** After the initial entry of the **Name of Group** it will appear in the **Choose Existing Groups** to be used at a later date.

11. Fill in the **Count*** field with the appropriate number of attendees or other measure specified by the **Service Code/Count Method**.

12. Enter the amount of time the event lasted in the **Session Length*** fields.

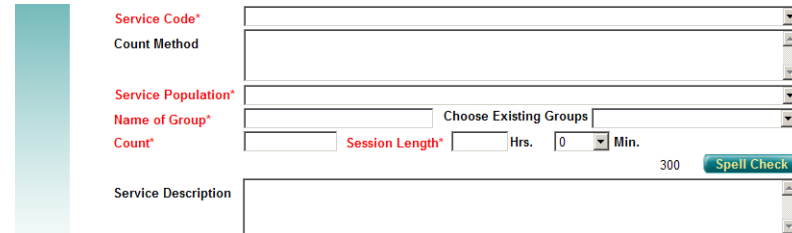
***Note:** You may leave a zero in one of the fields, but at least one of the fields must have an amount higher than zero.

- a. Enter an amount in the **Hrs.** (hours) field.
- b. Select any **Min.** (minutes) from the dropdown list.

13. If desired, enter a description of the event in the **Service Description** field.

14. Click **Save** (Save) from the left toolbar.

***Note:** Click **Cancel** (Cancel) to quit without saving changes.



(This is a partial screenshot of the Single Service Page.)

***Note:** You must now enter your staff time! See [Entering Staff Service Time](#) for help.

Recurring Services

The Recurring Service module allows you to enter an event that is delivered more than one time to the same set of participants (e.g. a parenting class series).

Adding a Recurring Service

1. Click **Activities/Services** from the main menu.
2. Click **Recurring Service** from the submenu.
3. Click **Add** (Add) from the left toolbar.

4. Select the appropriate **Program*** from the dropdown list.
***Note:** All of the programs that have been entered for your organization will be listed in the dropdown list.

a. The **Program Description** will fill in automatically for you.

5. Select the appropriate **Inter./ST Outcome*** from the dropdown list.
Note:** **Inter./ST Outcome and **Inter./ST Outcome Description** are filled in automatically based on the program that was selected.

a. The **Inter./ST Description** will fill in automatically for you.

6. Select the **Name of Group*** from the dropdown list.

***Note:** The **Name of Group** was created in the [Program](#) module.

- a. The **Default Group Completion** field is defaulted to Incomplete.
 - i. Incomplete: group is still occurring and future attendance expected
 - ii. Complete: group attendance is complete; no future attendance expected
 - iii. Withdrawn: participants are no longer in the group
- b. The **Default Group Attendance** is defaulted to Yes indicating that all participants are in attendance.

***Note:** Select No if no participants for this group are in attendance.

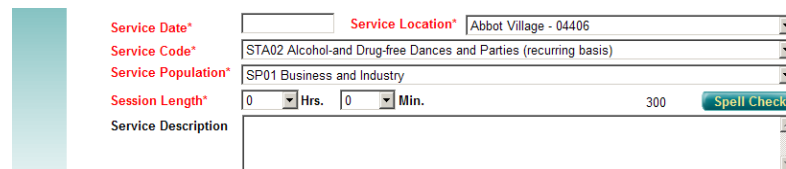
The screenshot shows the 'Recurring Service' form in a web application. The top navigation bar includes tabs for Assessment, Planning, Program, Activities/Services, Reports, Evaluation, Coalition, Knowledge Base, Administration, Support, and Log Off. The 'Activities/Services' tab is active, and the 'Recurring Service' option is selected in the submenu. The form has a left toolbar with buttons for Search, Add, Edit, Save, Delete, Print, and Help. The form fields are: Program* (dropdown menu showing 'ACROSS AGES'), Program Description (text area with 'The Across Ages Program is a mentoring initiative in Philadelphia, Pennsylvania, that successfully improved adolescents social competence and enhanced their ability to resist substance use. A'), Inter./ST Outcome* (dropdown menu showing '20070101: This is an example of an intermediate outcome.'), Inter./ST Description (text area with 'This is an example of an intermediate outcome.'), and Name of Group* (dropdown menu showing 'Ryan's Group'). There are also buttons for Staff Time, Attendance, and Print Data Collection Form.

(This is a partial screenshot of the Recurring Service Page.)

The screenshot shows the 'Recurring Service' form in a web application, similar to the previous one but with different data. The top navigation bar and 'Activities/Services' tab are the same. The form fields are: Program* (empty dropdown), Program Description (empty text area), Inter./ST Outcome* (empty dropdown), Inter./ST Description (empty text area), Name of Group* (empty dropdown), Default Group Completion (dropdown menu showing 'Incomplete'), and Default Group Attendance (dropdown menu showing 'Yes'). The buttons for Staff Time, Attendance, and Print Data Collection Form are also present.

(This is a partial screenshot of the Recurring Service Page.)

7. Enter the date of the event in the **Service Date*** field as mm/dd/yyyy.
8. Select a **Service Location*** from the dropdown list to indicate what county the event took place.
 *Note: Use the best fit if multiple locations are served by this one event.
9. Select a **Service Code*** from the dropdown list.
 *Note: If you are unsure of which Service Code to select, select the one that best represents the activity.
10. Select the appropriate **Service Population*** from the dropdown list.
11. Select the **Session Length*** for the number of hours (Hrs.) and/or minutes (Min.) the event lasted from the **Hrs.** and **Min.** dropdown lists.
12. If desired, enter a description of the event in the **Service Description** field.
13. Click **Save** (Save) from the left toolbar.
 *Note: Click **Cancel** (Cancel) to quit without saving changes.



(This is a partial screenshot of the Recurring Service Page.)

*Note: You must now enter your staff time! See [Entering Staff Service Time](#) for help.

Tips

- **Service Mode** The **Service Mode** field is used to indicate the number of sessions per group. The number is set to R001 for the first session and will automatically increment with each additional session.

Entering Attendance Information

After saving a Recurring Service, the **Attendance** (Attendance) button becomes active allowing you to keep track of participant attendance.

1. After clicking **Save** (Save) for an event, click the **Attendance** (Attendance) button.


(This is a partial screenshot of the Recurring Service Page.)

2. Click **Edit** (Edit) from the left toolbar.
3. Adjust the attendance for the participant by selecting the appropriate choice in the dropdown lists.
 - a. **Attendance:** Yes or No; was this participant present?
 *Note: Your participants will all be defaulted to Yes for attendance.
 - b. **Completion:** Status of this participant in the program.
 - i. Incomplete: future attendance is expected (default).
 - ii. Complete: program attendance complete, no future attendance is expected.
 - iii. Withdrawal: no longer in the program, left before the sessions were complete.
4. Click **Save** (Save) from the left toolbar.
 *Note: Click **Cancel** (Cancel) to quit without saving changes.
5. Click the **Return To Service** (Return To Service) button to return to the event.

(This is a screenshot of the Attendance Page.)

Tips

- If your group has more than 10 participants, there will be more than one page of clients. In the lower left hand corner of the table with the participants names will be a small number 1, 2, 3, etc. depending on the amount of pages. Click on the blue numbers to change to that page number.

***Note:** If you need to register a new participant for this group after the sessions have already begun, you can select the  (**Register Participant**) button in the Participant Attendance screen. This will take you to the [Participant Registration](#) screen. Fill in all information needed to register this participant. The Program-Group will already be assigned to this participant. Once all information is filled in, select **Return**. You will be returned to the Attendance screen. Your participant has not been added to the attendance list yet. Select the participant from the **Add New Participant** dropdown list. Your participant is now added to the Attendance list. To edit the participant's attendance, see the above steps.

Multiple-Classroom Service

A multiple-classroom service is comprised of a single event happening at multiple locations (e.g. drug prevention assemblies at different school buildings) but the demographics are tracked.

Adding a Multiple-Classroom Service

1. Click **Activities/Services** from the main menu.
2. Click **Multiple-classroom** from the submenu.
3. Click **Add** (Add) from the left toolbar.
4. Select the appropriate **Program*** from the dropdown list.
**Note:* All of the programs that have been entered for your organization will be listed in the dropdown list.
 - a. The **Program Description** will fill in automatically for you.
5. Select the appropriate **Objective*** from the dropdown list.
Note:* **Objective* and **Description** are filled in automatically based on the program that was selected.
 - a. The **Description** will fill in automatically for you.
6. Select the **Name of Group*** from the dropdown list.
Note:* The **Name of Group was created in the [Program](#) module.
7. Enter the date of the event in the **Service Date*** field as mm/dd/yyyy.
8. Select a **Service Location*** from the dropdown list to indicate what county the event took place.
**Note:* Use the best fit if multiple locations are served by this one event.
9. Select a **Service Code*** from the dropdown list.
**Note:* If you are unsure of which Service Code to select, select the one that best represents the activity.

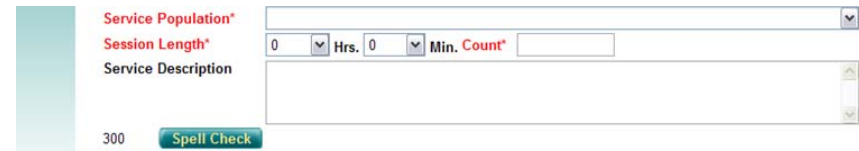
The screenshot shows the 'Multiple-Classroom Service' form. At the top, there is a navigation bar with tabs: Assessment, Planning, Program, Activities/Services (selected), Reports, Evaluation, Coalition, Knowledge Base, Administration, Support, and Log Off. Below this is a sub-menu bar with: Data Collection Forms, Participant, Single Service, Recurring Service, Multiple-classroom (selected), and Healthy Maine Works. On the left is a toolbar with buttons: Search, Add, Edit, Save, Delete, Print, and Help. The main form area has the title 'Multiple-Classroom Service' and three buttons: Copy Service, Staff Time, and Print Data Collection Form. The form fields are: Program* (dropdown menu showing 'Life Skills Training'), Program Description (text area), Inter./ST Outcome* (dropdown menu), Inter./ST Description (text area), and Name of Group* (dropdown menu).

(This is a partial screenshot of the Multiple Classroom Service Page.)

This screenshot shows the bottom section of the 'Multiple-Classroom Service' form. It includes the same navigation and toolbar as the previous screenshot. The form fields continue with: Name of Group* (dropdown menu), Service Date* (text field), Service Location* (dropdown menu), and Service Code* (dropdown menu). The 'Service Date*' field contains the text 'mm/dd/yyyy'.

(This is a partial screenshot of the Multiple Classroom Service Page.)

10. Select the appropriate **Service Population*** from the dropdown list.
11. Select the **Session Length*** for the number of hours (Hrs.) and/or minutes (Min.) the event lasted from the **Hrs.** and **Min.** dropdown lists.
12. Fill in the **Count*** field with the appropriate number of attendees.
13. If desired, enter a description of the event in the **Service Description** field.
14. Click **Save** (Save) from the left toolbar.
*Note: Click **Cancel** (Cancel) to quit without saving changes.



The screenshot shows a portion of a web form. On the left is a light blue vertical toolbar. The form fields are: 'Service Population*' (a dropdown menu), 'Session Length*' (two dropdown menus for 'Hrs.' and 'Min.' followed by a 'Count*' text input field), and 'Service Description' (a large text area). Below the 'Service Description' field is a 'Spell Check' button. The number '300' is visible to the left of the 'Spell Check' button.

(This is a partial screenshot of the Multiple Classroom Service Page.)

*Note: You must now enter your staff time! See [Entering Staff Service Time](#) for help.

Editing or Deleting a Service

Editing a Service

1. Click **Activities/Services** from the main menu.
2. Click **Single**, **Recurring**, or **Multiple-classroom** from the submenu.
3. Click **Search** (Search) from the left toolbar to locate the service you wish to edit. (See [Using the Search Feature](#) section for additional details.)
4. Click the **Select** (Select) button to the right of the service you wish to edit.
5. Click **Edit** (Edit) from the left toolbar.
6. Make any changes needed to the form.
7. Click **Save** (Save) from the left toolbar.

*Note: Click **Cancel** (Cancel) to quit without saving changes.

Deleting a Service

1. Click **Activities/Services** from the main menu.
2. Click **Single**, **Recurring**, or **Multiple-classroom** from the submenu.
3. Click **Search** (Search) from the left toolbar to locate the service you wish to delete. (See [Using the Search Feature](#) section for additional details.)
4. Click the **Select** (Select) button to the right of the service you wish to delete.
5. Click **Delete** (Delete) from the left toolbar.
6. You will receive a message asking if you are sure you want to continue with the deletion. Click the **OK** (OK) button to continue with the deletion.

*Note: Click the **Cancel** (Cancel) button to cancel the deletion.

The screenshot shows the 'Recurring Service' form in the 'Multiple-classroom' view. The form includes fields for Program*, Program Description, Inter./ST Outcome*, Inter./ST Description, and Name of Group*. The Program* field is set to 'Just Say No to Drinking' and Service Mode is 'R001'. The Program Description is 'A program to help youth resist peer pressure to drink'. The Inter./ST Outcome* field contains a long text string: '20120301:By 06/10/2013 decrease I/P: favorable attitudes toward alcohol use among High school students in Jacob High from 20% to 15% as measured by One ME Youth Survey'. The Name of Group* is 'JSN2D001'. On the left, there is a toolbar with buttons: Search, Add, Edit, Save, Delete, Print, and Help. At the top, there are tabs: Staff Time, Attendance, and Print Data Collection Form.

(This is a partial screenshot of the Multiple-classroom Service Page.)

This screenshot is similar to the previous one, but it includes a 'Message from webpage' dialog box in the center. The dialog box has a question mark icon and the text 'Are you Sure?'. It has two buttons: 'OK' and 'Cancel'. An orange box highlights the 'OK' button with the text 'OK Button' next to it. The background form is partially obscured by the dialog box.

(This is a partial screenshot of the Multiple-classroom Service Page.)

Entering Staff Service Time

Staff service time that can be tied to a particular prevention service and a particular number of participants is entered from the Activity screen. This time is in the form of *Direct Service hours* (time spent face-to-face at the event) as well as *Indirect Service hours* (time spent preparing and/or performing follow-up duties for the event – any support time associated with the event). Follow the diagrams and instructions below to record the staff service time.

1. After clicking **Save** (Save) for an event, the **Staff Time** page will open.
*Note: If you did not enter staff time immediately, you can click the **Staff Time** (Staff Time) button to enter the staff time at a later time or edit the staff time.
2. To record **Direct Service (hrs.)** and/or **Indirect Service (hrs.)**, find the name of the person you would like to add hours for and click the **Edit** (Edit) button to the right of the staff member's name.

Assessment Planning Program Activities/Services Reports Evaluation Coalition Knowledge Base Administration Support Log Off

Data Collection Forms Participant Single Service Recurring Service Multiple-classroom Healthy Maine Works

Staff Service Time

2.5 is 2 Hours and 30 Minutes
2.75 is 2 Hours and 45 Minutes
Examples: 2.25 is 2 Hours and 15 Minutes

Return To Service

Staff Name	Direct Service(hrs.)	Indirect Service(hrs.)	
Amy Jones	0.00	0.00	Edit
Cheryl Cichowski	0.00		Edit
Chris Tan	1.00	2.00	Edit
Damaris Luz	1.00	0.00	Edit
Heath Burnam	0.00	0.00	Edit
Jeffrey Walker	0.00	0.00	Edit

(This is a screenshot of the Staff Service Time Page.)

3. Enter the staff member's **Direct Service (hrs.)** and/or **Indirect Service (hrs.)** by entering the number of hours and/or minutes in the appropriate fields.

Examples: 2.25 is 2 Hours and 15 Minutes
2.5 is 2 Hours and 30 Minutes
2.75 is 2 Hours and 45 Minutes

4. Click the **Update** (Update) button to the right of the staff member's name.
*Note: Click the **Cancel** (Cancel) button to quit without saving changes.
5. Click the **Return To Service** (Return To Service) button to return to the event.

Assessment Planning Program Activities/Services Reports Evaluation Coalition Knowledge Base Administration Support Log Off

Data Collection Forms Participant Single Service Recurring Service Multiple-classroom Healthy Maine Works

Staff Service Time

2.5 is 2 Hours and 30 Minutes
2.75 is 2 Hours and 45 Minutes
Examples: 2.25 is 2 Hours and 15 Minutes

Return To Service

Staff Name	Direct Service(hrs.)	Indirect Service(hrs.)	
Amy Jones	0.00	0.00	Edit
Cheryl Cichowski	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	Update Cancel
Chris Tan	1.00		Edit
Damaris Luz	1.00		Edit
Heath Burnam	0.00	0.00	Edit
Jeffrey Walker	0.00	0.00	Edit

(This is a screenshot of the Staff Service Time Page.)

*Note: Notice that you will not be able to leave this screen until you have entered staff service time.

Tips

- All staff member's that were associated with the event should be given staff service time. You will not add a different service for each staff member's staff service time.

Using the Copy Service Button

The Copy Service button is used to shorten data entry for Single and Multi-classroom services with similar details. The **Copy Service** (Copy Service) button will automatically fill in most of the information for you. You can edit any of the data that may be different. Use the steps below to utilize the **Copy Service** (Copy Service) button.

1. From an **Activities/Service** screen, click **Search** (Search) from the left toolbar to locate a saved service that that is similar to the service that needs to be entered. (See [Using the Search Feature](#) section for additional details.)
2. Once the desired service is displayed in the **Activities/Service** screen, select the **Copy Service** (Copy Service) button. This will begin a new record. The only field that must be filled in is the **Service Date**. Any other information may be edited to suit this new event.
3. Make any changes needed to the details.
4. Click **Save** (Save) from the left toolbar.
*Note: Click **Cancel** (Cancel) to quit without saving changes.


The screenshot shows the 'Multiple-Classroom Service' form. The 'Copy Service' button is highlighted with an orange box and a callout label 'Copy Service Button'. The form contains the following fields:

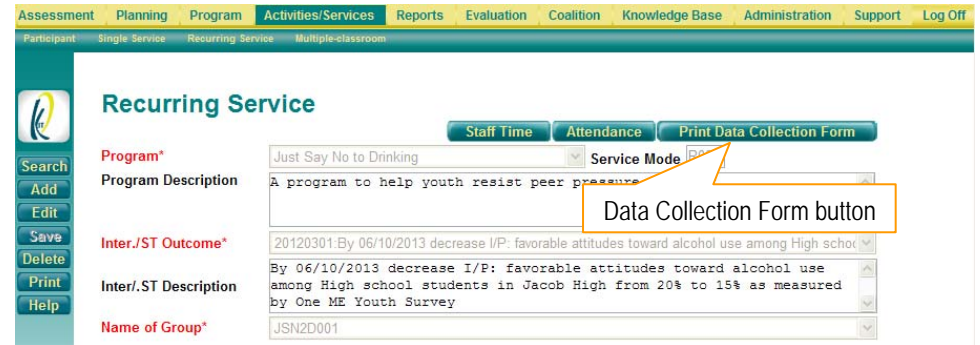
- Program***: Life Skills Training
- Program Description**: Life Skills Training (LST) prevention program for grade 6 students. LST teaches personal skills and social skills to promote individual
- Inter./ST Outcome***: 20110102:By the end of each class/session 95% of participants who complete the program wi
- Inter./ST Description**: By the end of each class/session 95% of participants who complete the program will report an increased sense of their personal risk
- Name of Group***: LST grade 6
- Service Date***: 10/9/2012
- Service Location***: Augusta -- 04330
- Service Code***: STE02 Classroom Educational Services
- Service Population***: SP14 Middle/Jr. High School Students
- Session Length***: 1 Hrs. 0 Min. **Count***: 10
- Service Description**: (Empty text area)

(This is a screenshot of the Multiple Classroom Service Page.)

Print Data Collection Forms

The Data Collection Forms area is an archive of forms that can be used to collect data during events for input into the application.

1. From an **Activities/Service** screen, click the **Print Data Collection Form** (Print Data Collection Form) button.
2. The form will open in a new window.
3. To close the open window, click the  in the upper right-hand corner.



(This is a partial screenshot of the Data Collection Forms Page.)

***Note:** If you need help in printing out or saving this form, see the [Printing or Saving the Report](#) section.


Tips

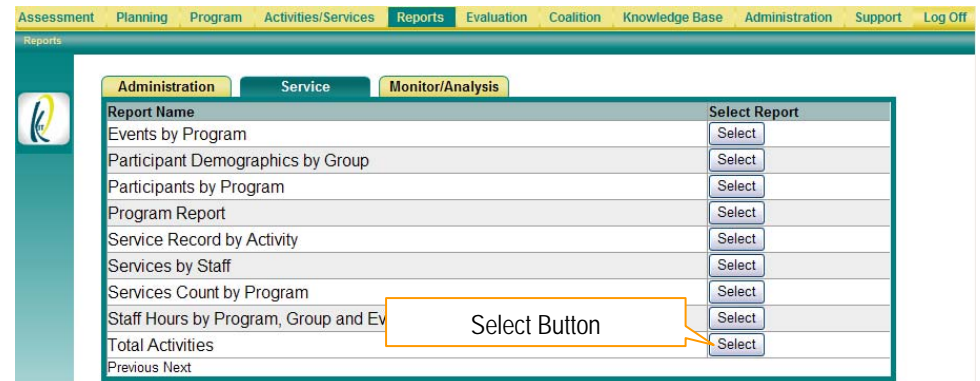
- If you have a pop-up blocker on your computer, hold the CTRL (**Control**) key down while selecting any button used to view the report (e.g., Show Report, PDF, etc.).

REPORTS

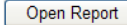
The Reports module has three categories of reports available for use. Select the category of report you wish to view/print from the three tabs: Administration, Service and Monitor/Analysis. The Monitor/Analysis category allows you to select several parameters to build reports to your specifications.

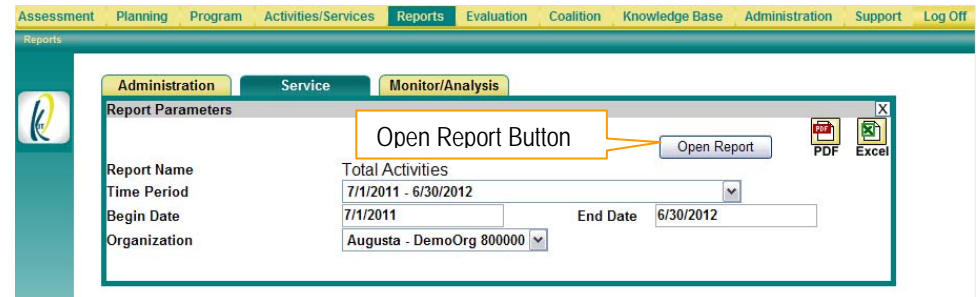
Opening a Report

1. Click **Reports** from the main menu.
2. Click **Reports** from the submenu
3. Click on the tab of the category of report you want.
*Note: The **Administration** tab is selected by default.
4. Click the  (Select) button to the right of the appropriate report name.



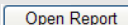


(This is a partial screenshot of the Administration Report Name page.)

5. If applicable, enter or select the report parameters.
*Note: Enter all dates as mm/dd/yyyy.
6. Click the  (Open Report) button to display the selected report in the report window.
*Note: For information on saving or printing this report, see the [Printing or Saving the Report](#) section.



(This is a partial screenshot of the Administration Report Parameters page.)

Tips


- If you have a pop-up blocker on your computer, hold the Ctrl (**Control**) key down while selecting the  (Open Report) button.
- Reports require Active X controls to be installed on your computer. If you do not have permissions to download, please contact your system administrator.
- Excel/PDF buttons   were added to the Reports module to allow MAC users to view reports and for quick export of the reports.

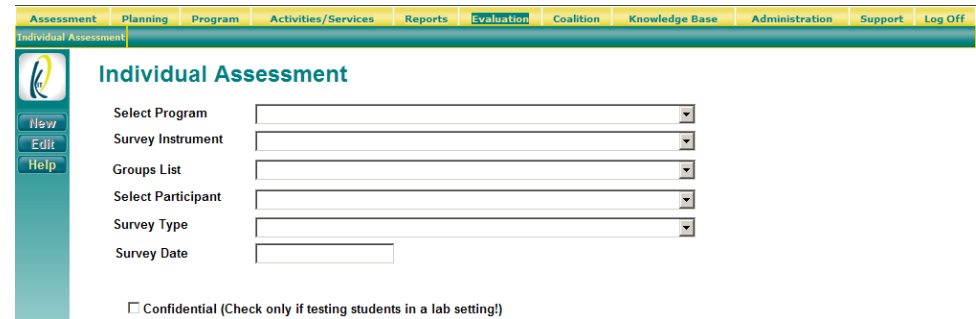
EVALUATION

The Evaluation section allows users to input answers to surveys that are available on the application.

Individual Assessment

Individual Assessment allows a user to input the answers to Pre-Tests and Post-Tests for a participant. After you have registered a program, participant(s), and assigned the participant(s) to a group, you will be able to go into the Individual Assessment area and fill out the surveys online.

1. Click **Evaluation** from the main menu.
2. Click **Individual Assessment** from the submenu.
3. Select the appropriate program from the **Select Program** dropdown list.
4. Select the **Survey Instrument** that you are filling out for the participant from the dropdown list.
5. Select one of the groups that have been assigned to the selected program from the **Group List** dropdown.
6. From the **Select Participant** dropdown list, select the participant who filled out the survey.
7. Select the type of survey (*pre-test*, *post-test*, or *follow-up*) you will be administering from the **Survey Type** dropdown list.
8. Enter in the **Survey Date** as mm/dd/yyyy you administered the survey on.
9. Check the ☐ **Confidential** checkbox if the students are completing the testing in a lab setting.
*Note: Once the student has completed the survey, the system will log the user out so he/she can't access anything else in the system.
10. Click  (New) from the left toolbar.




(This is a screenshot of the Individual Assessment Page.)

Tips

- When trying to view an Individual Assessment, if the **Survey Date** is not automatically filled in then the chosen participant has not taken the Individual Assessment Survey based on the Survey Type.
- Only the Instruments that were selected in the Programs module will appear in the dropdown list after selecting a program.

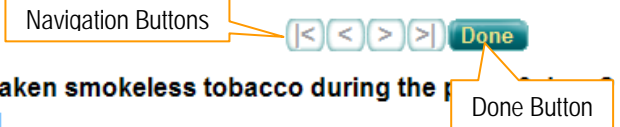
Completing the Individual Assessment Survey Instrument

To enter in the answers that a participant has given for a particular survey, use the following instructions:

1. Once you click **New** (New) from the left toolbar, the survey will be available for you to input the answers.
2. Fill in the answers by clicking in the choices that match the client's response.
3. Click on the Navigation Buttons  to maneuver through the survey. (See the table below for a description of the navigation buttons.)
***Note:** If the navigation buttons are not available, there is only one page to the survey.
4. When you complete the questions, click the **Done** (Button).
5. Click **Back** (Back) from the left toolbar to go back to the Individual Assessment screen.

30-day use

Emily Roberts







A02: How often have you taken smokeless tobacco during the

- ☐ Not at all
- ☐ Once or twice
- ☐ Once to twice per week
- ☐ Three to five times per week
- ☐ About once a day
- ☐ More than once a day




(This is a screenshot of the Individual Assessment Survey Instrument.)

The following table summarizes the navigation buttons:

Button	Function
	Moves the view to the first page of the survey.
	Moves the view backward to the previous page of the survey.
	Moves the view forward to the next page of the survey.
	Moves the view to the last page of the survey.

Reviewing Individual Assessments

To review a survey that has already been entered into the KIT Prevention Service, use the following instructions:

1. Select the appropriate program from the **Select Program** dropdown list.
2. Select the **Survey Instrument** that you are filling out for the participant from the dropdown list.
3. Select one of the groups that have been assigned to the selected program from the **Group List** dropdown.
4. From the **Select Participant** dropdown list, select the participant who filled out the survey.
5. Select the type of survey you want to review from the **Survey Type** dropdown list.
6. Click  (**Edit**) from the left toolbar to edit this survey or view the answers.
7. Click the  (**Modify Date**) button to modify the date you entered for this survey.
8. Click  (**Back**) from the left toolbar to go back to the Individual Assessment screen.

Tips

- If a Pre-test has been given, Pre-test and Post-test will appear in the **Survey Type** dropdown list. If a Post-test has also been given, then Follow-Up test will now appear in the **Survey Type** dropdown list.

COALITION

Many prevention agencies create coalitions of prevention providers to better serve their communities. The Coalition module assists the coalitions by tracking and reporting on meeting agenda items and task progress.


Coalition Organization Registration

The Coalition Organization Registration module is used to enter basic and contact information of a coalition. Once a coalition is registered, its members, meetings, and meeting agendas can be recorded.

Adding a Coalition Organization

1. Click **Coalition** from the main menu.
2. Click **Coalition Organization Registration** from the submenu.
3. Click **Add** (Add) from the left toolbar.
4. If known, select the **Type** of organization this coalition is from the dropdown list.
5. Enter the name of the coalition in the **Agency*** field.
6. Enter the date the coalition joined your organization in the **Date Joined*** field as mm/dd/yyyy.
 - a. If the coalition withdraws from your organization, you may enter the **Date Withdrew** and a **Withdraw Reason**.
7. A list of available health categories is in the box labeled **Health Category**. Click on the health category that this coalition corresponds with. Select all that apply.

***Note:** You can select more than one category by holding down the Ctrl key (on your keyboard) while clicking on your category choices.

 - a. Use the  arrow in the center of the boxes to move items from the **Health Category** list to the **Selected Categories** list.
8. The health categories selected will be displayed in the **Selected Categories** box.

***Note:** To remove a category from the **Selected** list, click on the category in the **Selected** list,



Assessment Planning Program Activities/Services Reports Evaluation Coalition Knowledge Base Administration Support Log Off

Coalition Organization Registration Coalition Member Registration Meeting Groups Meetings

Coalition Organization Registration

Basic Information

Coalition: DemoOrg 800000 Type: [dropdown]

Agency: [text box]

Date Joined: [text box]

Date Withdrew: [text box]

Withdraw Reason: [text box]

Health Category: Chronic Disease, Component A, Physical Activity, Nutrition, and Priority Frameworks

Selected Categories: [empty list]

(This is a partial screenshot of the Coalition Organization Registration Page.)



Assessment Planning Program Activities/Services Reports Evaluation Coalition Knowledge Base Administration Support Log Off

Coalition Organization Registration Coalition Member Registration Meeting Groups Meetings

Coalition Organization Registration

Basic Information

Coalition: DemoOrg 800000 Type: [dropdown]

Agency: [text box]

Date Joined: [text box]

Date Withdrew: [text box]

Withdraw Reason: [text box]


Health Category: (Section 1) Infrastructure Supp, Chronic Disease, Component A, Obesity


Selected Categories: [empty list]

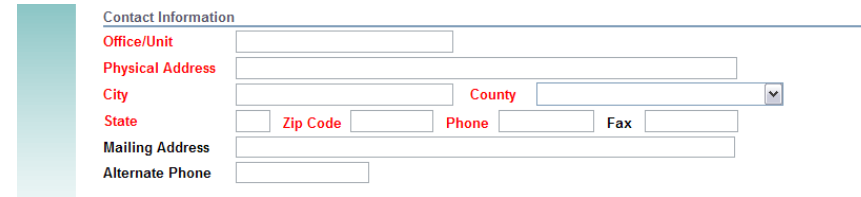
(This is a partial screenshot of the Coalition Organization Registration Page.)

and click the  arrow.

9. Enter all **Contact Information** (including **Office Name***, **Address***, **City***, **State***, **County***, **Zip Code***, and **Phone***).

10. Click  (**Save**) from the left toolbar.

*Note: Click  (**Cancel**) to quit without saving changes.



The screenshot shows a form titled "Contact Information" with the following fields:

- Office/Unit:
- Physical Address:
- City: County:
- State: Zip Code: Phone: Fax:
- Mailing Address:
- Alternate Phone:

(This is a partial screenshot of the Coalition Organization Page.)

Editing a Coalition Organization Registration

1. Click **Coalition** from the main menu.
2. Click **Coalition Organization Registration** from the submenu.
3. Click **Search** (Search) from the left toolbar to locate the organization you wish to edit. (See [Using the Search Feature](#) section for additional details.)
4. Click the **Select** (Select) button to the right of the organization you wish to edit.
5. Click **Edit** (Edit) from the left toolbar.
6. Make any changes needed to the form.
7. Click **Save** (Save) from the left toolbar.

*Note: Click **Cancel** (Cancel) to quit without saving changes.

The screenshot shows the 'Coalition Organization Registration' page. The top navigation bar includes 'Assessment', 'Planning', 'Program', 'Activities/Services', 'Reports', 'Evaluation', 'Coalition', 'Knowledge Base', 'Administration', 'Support', and 'Log Off'. The left sidebar has buttons for 'Search', 'Add', 'Edit', 'Save', 'Delete', 'Print', and 'Help'. The main content area is titled 'Coalition Organization Registration' and contains a 'Basic Information' section. This section includes fields for 'Coalition' (DemoOrg 800000), 'Type' (Human Service Organization), 'Agency' (Kennebec Valley Against Drug), 'Date Joined' (2/13/2008), 'Date Withdrawn', and 'Withdraw Reason'. There is also a 'Health Category' section with a list of categories and a 'Selected Categories' section with a list of selected categories (Substance Abuse, Tobacco).

(This is a screenshot of the Coalition Organization Registration Page.)

Deleting a Coalition Organization Registration

1. Click **Coalition** from the main menu.
2. Click **Coalition Organization Registration** from the submenu.
3. Click **Search** (Search) from the left toolbar to locate the organization you wish to delete. (See [Using the Search Feature](#) section for additional details.)
4. Click the **Select** (Select) button to the right of the organization you wish to delete.
5. Click **Delete** (Delete) from the left toolbar.
6. You will receive a message asking if you are sure you want to continue with the deletion. Click the **OK** (OK) button to continue with the deletion.

*Note: Click the **Cancel** (Cancel) button to cancel the deletion.

The screenshot shows the 'Coalition Organization Registration' page, similar to the previous one, but with the 'Contact Information' section visible. This section includes fields for 'Office/Unit', 'Physical Address', 'City', 'State', 'Zip Code', 'Phone', and 'Fax'. A confirmation dialog box titled 'Message from webpage' is overlaid on the page, asking 'Are you Sure?' with 'OK' and 'Cancel' buttons. An orange arrow points to the 'OK' button, and a label 'OK Button' is placed next to it.

(This is a screenshot of the Coalition Organization Registration Page.)

Coalition Member Registration

Registering a coalition partner staff member is similar to registering one of the lead agency's staff members. Once the coalition staff members are entered and their services and time can be tracked just as if they were members of the lead agency staff. Only coalition members will appear on the form and the lead agency staff will not be shown.

Adding a New Coalition Member

1. Click **Coalition** from the main menu.
2. Click **Coalition Member Registration** from the submenu.
3. Click **Add** (Add) from the left toolbar.

4. Enter the member's Login Information.

- a. The **User ID*** will be the login name used by the member. This may be anything that you choose. Choosing a User ID and Password scheme will simplify administration. (For Example: Using first initial and last name for the User ID.)
- b. The **Password*** field is where the temporary password is created for the member. This password will be used along with the User ID and Organization ID number to log into the KIT Prevention Service. Once a user logs in, they can use the [Change Password](#) module to change the password to one of their liking.

This screenshot shows the 'Coalition Member' registration form with the following data entered:

- Login Information:** User ID* is 'jBrown', Password* is masked with asterisks.
- General Information:** First Name* is 'Joe', Last Name* is 'Brown'.
- Demographic Information:** Title* is 'Prevention Director', Status* is 'Active', Second Language is empty.
- Birth Date*** is '10/6/1979', Gender* is 'Male'.
- Race*** is 'White', Ethnicity is empty.

The left toolbar includes buttons for Search, Add, Edit, Save, Delete, Print, and Help. The top navigation bar includes Assessment, Planning, Program, Activities/Services, Reports, Evaluation, Coalition, Knowledge Base, Administration, Support, and Log Off.

(This is a partial screenshot of the Coalition Member Page.)

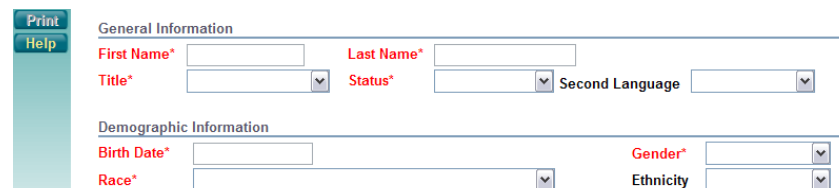
This screenshot shows the 'Coalition Member' registration form with empty input fields:

- Login Information:** User ID* and Password* fields are empty.

The rest of the form structure, including the left toolbar and top navigation bar, is identical to the previous screenshot.

(This is a partial screenshot of the Coalition Member Page.)

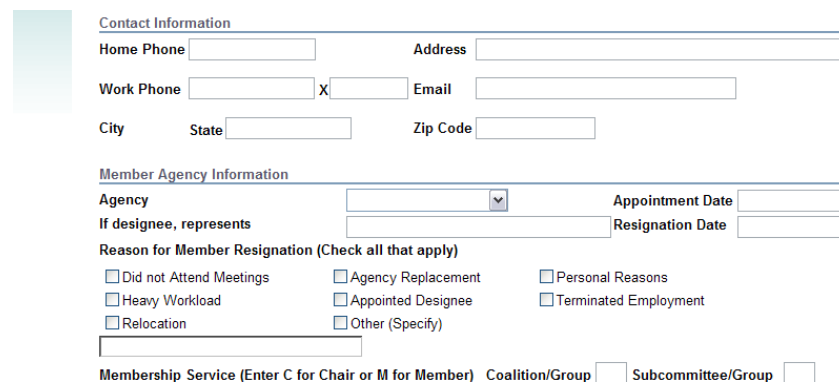
5. Enter in the member's **General Information**.
 - a. Enter the member's **First Name*** and **Last Name*** in the appropriate fields.
 - b. Select the member's **Title*** from the dropdown list.
 - c. The **Status*** is defaulted to Active.
 9. Active: currently in use (can be viewed in other screens).
 10. Inactive: no longer in use (will not appear on other screens or reports).
 - d. Select the member's from the **Second Language** dropdown list, if applicable.
6. Enter in the member's **Demographic Information**.
 - a. Enter the member's **Birth Date*** as mm/dd/yyyy.
 - b. Select the member's **Gender*** from the dropdown list.
 - c. Select the member's **Race*** from the dropdown list.
 - d. Select the member's **Ethnicity** from the dropdown list.



The screenshot shows a web form with two main sections: "General Information" and "Demographic Information". On the left, there is a vertical toolbar with "Print" and "Help" buttons. The "General Information" section includes fields for "First Name*", "Last Name*", "Title*" (a dropdown menu), "Status*" (a dropdown menu with "Active" selected), and "Second Language" (a dropdown menu). The "Demographic Information" section includes fields for "Birth Date*", "Gender*" (a dropdown menu), "Race*" (a dropdown menu), and "Ethnicity" (a dropdown menu).

(This is a partial screenshot of the Staff Information Page.)

7. Enter the member's **Contact Information** in the following fields: **Home phone**, **Address**, **City**, **State**, **Zip Code**, **Email**, and **Work Phone**. This is optional.
8. Enter the member's Agency information in the Member Agency Information section. This is optional.
9. Click **Save** (Save) from the left toolbar.
 *Note: Click **Cancel** (Cancel) to quit without saving changes.



The screenshot shows the "Contact Information" and "Member Agency Information" sections of the Staff Information Page. The "Contact Information" section includes fields for "Home Phone", "Address", "Work Phone", "Email", "City", "State", and "Zip Code". The "Member Agency Information" section includes a dropdown for "Agency", "Appointment Date", "If designee, represents" (a dropdown), and "Resignation Date". Below these are checkboxes for "Reason for Member Resignation (Check all that apply)": "Did not Attend Meetings", "Heavy Workload", "Relocation", "Agency Replacement", "Appointed Designee", "Other (Specify)", "Personal Reasons", and "Terminated Employment". At the bottom, there is a field for "Membership Service (Enter C for Chair or M for Member)" and checkboxes for "Coalition/Group" and "Subcommittee/Group".

(This is a partial screenshot of the Staff Information Page.)

10. Enter the member's **First Name*** and **Last Name*** in the appropriate fields.
 11. Select the member's **Title*** from the dropdown list.
 12. Select the **Status*** of the member from the dropdown list.
 - a. Active: a member that is in use.
 - b. Inactive: a member that is no longer in use.
 13. Enter in the member's **Birth Date*** as mm/dd/yyyy.
 14. Select the member's **Gender*** from the dropdown list.
 15. Select the member's **Race*** from the dropdown list.
 16. If known, enter any other information regarding the member.
 17. Click **Save** (Save) from the left toolbar.
- *Note: Click **Cancel** (Cancel) to quit without saving changes.

The screenshot shows a web form for entering member information. On the left is a vertical toolbar with 'Print' and 'Help' buttons. The form has two main sections: 'General Information' and 'Demographic Information'. The 'General Information' section includes fields for 'First Name*', 'Last Name*', 'Title*' (a dropdown menu), 'Status*' (a dropdown menu), and 'Second Language' (a dropdown menu). The 'Demographic Information' section includes fields for 'Birth Date*', 'Gender*' (a dropdown menu), 'Race*' (a dropdown menu), and 'Ethnicity' (a dropdown menu). All fields are currently empty.

(This is a partial screenshot of the Coalition Member Page)

*Note: The permission levels for the staff member must now be set. For detailed instructions on setting staff permissions, see [Modifying Member Permissions](#).

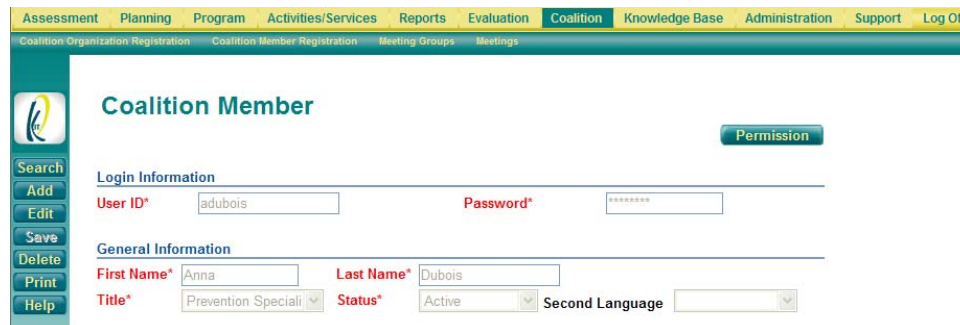
Tips

- If a member is part of two or more different coalitions, you must enter the member separately for each coalition.
- Passwords can be any combination of letters, numbers and/or characters.
- Passwords are case sensitive.

Editing a Coalition Member

1. Click **Coalition** from the main menu.
2. Click **Coalition Member Registration** from the submenu.
3. Click **Search** (Search) from the left toolbar to locate the member you wish to edit. (See [Using the Search Feature](#) section for additional details.)
4. Click the **Select** (Select) button to the right of the member you wish to edit.
5. Click **Edit** (Edit) from the left toolbar.
6. Make any changes needed to the form.
7. Click **Save** (Save) from the left toolbar.

*Note: Click **Cancel** (Cancel) to quit without saving changes.

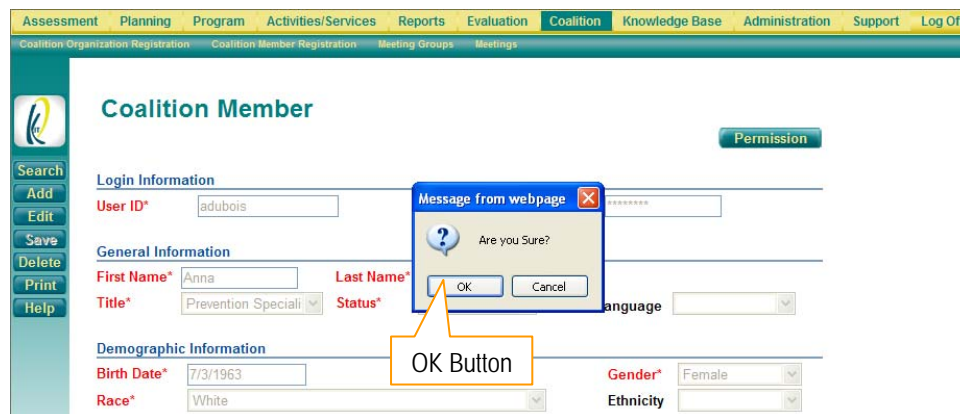
The screenshot shows the 'Coalition Member' registration page in a web application. The top navigation bar includes 'Assessment', 'Planning', 'Program', 'Activities/Services', 'Reports', 'Evaluation', 'Coalition', 'Knowledge Base', 'Administration', 'Support', and 'Log Off'. Below this, a submenu shows 'Coalition Organization Registration', 'Coalition Member Registration', 'Meeting Groups', and 'Meetings'. The left sidebar contains buttons: 'Search', 'Add', 'Edit', 'Save', 'Delete', 'Print', and 'Help'. The main form is titled 'Coalition Member' and has a 'Permission' button. It contains sections for 'Login Information' (User ID: 'adubois', Password: masked), 'General Information' (First Name: 'Anna', Last Name: 'Dubois', Title: 'Prevention Specialist', Status: 'Active', Second Language: dropdown), and 'Demographic Information' (Birth Date: '7/3/1963', Race: 'White', Gender: 'Female', Ethnicity: dropdown).

(This is a screenshot of the Coalition Member Registration Page.)

Deleting a Coalition Member

1. Click **Coalition** from the main menu.
2. Click **Coalition Member Registration** from the submenu.
3. Click **Search** (Search) from the left toolbar to locate the member you wish to delete. (See [Using the Search Feature](#) section for additional details.)
4. Click the **Select** (Select) button to the right of the member you wish to delete.
5. Click **Delete** (Delete) from the left toolbar.
6. You will receive a message asking if you are sure you want to continue with the deletion. Click the **OK** (OK) button to continue with the deletion.

*Note: Click the **Cancel** (Cancel) button to cancel the deletion.

The screenshot shows the same 'Coalition Member' registration page as before, but with a confirmation dialog box overlaid. The dialog box is titled 'Message from webpage' and contains the text 'Are you Sure?' with 'OK' and 'Cancel' buttons. An orange box highlights the 'OK' button with the label 'OK Button'. The background form is partially obscured by the dialog box.

(This is a screenshot of the Coalition Member Registration Page.)

Tips

- Once the member has been associated with a Meeting Group, the member cannot be deleted. Set the **Status** in the Coalition Member Registration module to *Inactive*.

Modifying Member Permissions

Once you have saved the new coalition member entry, click the **Permission** (Permission) button to set the member's permissions.

You can tailor a specific user's access level to areas of the Maine Prevention Service. The permissions are defaulted to a normal access level for a particular user, but anyone that has access to the Coalition area can modify access levels for any user on the application.

The different levels of access can be set as follows:

No Permission (No access to a particular module)

Read Only (Staff can only view information)

Read and Write (Staff can add new information, view and edit existing information)

Full Control (Staff can add new information, view, edit and delete existing information)

1. Click the **Permission** (Permission) button from the member page.
2. Set the permissions for the each module according to the level of permission the member should have (see above).
3. Once you have set the permissions for the account, click **Save** (Save) from the left toolbar.
***Note:** To exit this screen without saving any of the changes you have made, click **Back** (Back) from the left toolbar.
4. Click **Back** (Back) from the left toolbar to return to the Coalition Member page.

Module Name	Page Name	Permission
Assessment	Choose Targeted Factors	No Permission
Planning	Problem Statement	No Permission
	LocalObjective	No Permission
Program	Program	No Permission
Activities	Data Collection Forms	No Permission
	Participant	No Permission
	Single Service	No Permission

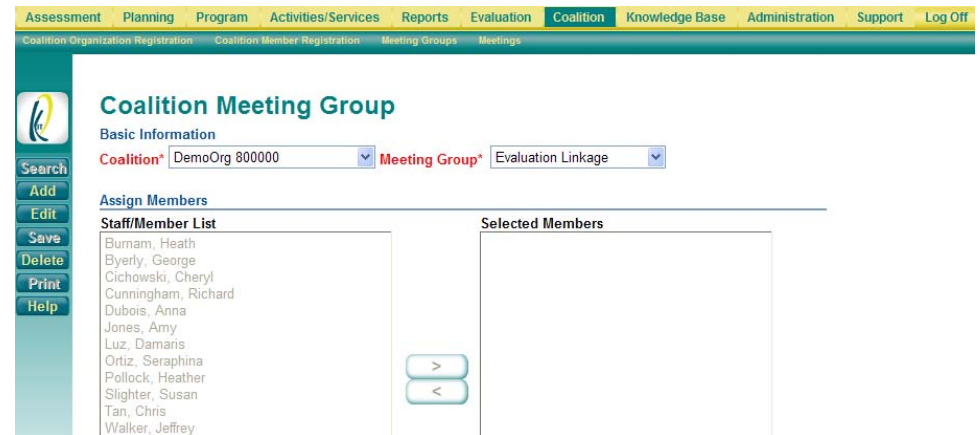
(This is a screenshot of the Staff Permissions Page.)

Coalition Meeting Groups

Coalition meetings groups are used to simplify the meeting attendance process. Opposed to going through the entire list of members for each meeting, the members are now split up into logical groupings that you create for meetings.

Adding Coalition Meeting Groups

1. Click **Coalition** from the main menu.
2. Click **Meeting Groups** from the submenu.
3. Click **Add** (Add) from the left toolbar.




The screenshot shows the 'Coalition Meeting Group' page. At the top, there's a navigation bar with tabs: Assessment, Planning, Program, Activities/Services, Reports, Evaluation, Coalition (selected), Knowledge Base, Administration, Support, and Log Off. Below this is a sub-menu bar with: Coalition Organization Registration, Coalition Member Registration, Meeting Groups (selected), and Meetings. The main content area is titled 'Coalition Meeting Group' and has a 'Basic Information' section with 'Coalition*' set to 'DemoOrg 800000' and 'Meeting Group*' set to 'Evaluation Linkage'. Below this is the 'Assign Members' section, which includes a 'Staff/Member List' with names like Burnam, Heath; Byerly, George; Cichowski, Cheryl; Cunningham, Richard; Dubois, Anna; Jones, Amy; Luz, Damaris; Ortiz, Seraphina; Pollock, Heather; Slighter, Susan; Tan, Chris; and Walker, Jeffrey. To the right of this list is a 'Selected Members' box, which is currently empty. Between the two boxes are two arrows, one pointing right (>) and one pointing left (<). The left toolbar contains buttons for Search, Add (highlighted), Edit, Save, Delete, Print, and Help.


(This is a screenshot of the Coalition Meeting Group Page.)

4. Enter a name for the group in the **Meeting Group*** field.
5. Registered staff and coalition members appear in the box labeled **Staff/Member List**. Select the members that are within this coalition meeting group. Select all that apply.

*Note: You can select more than one member by holding down the Ctrl key (on your keyboard) while clicking on your member choices.

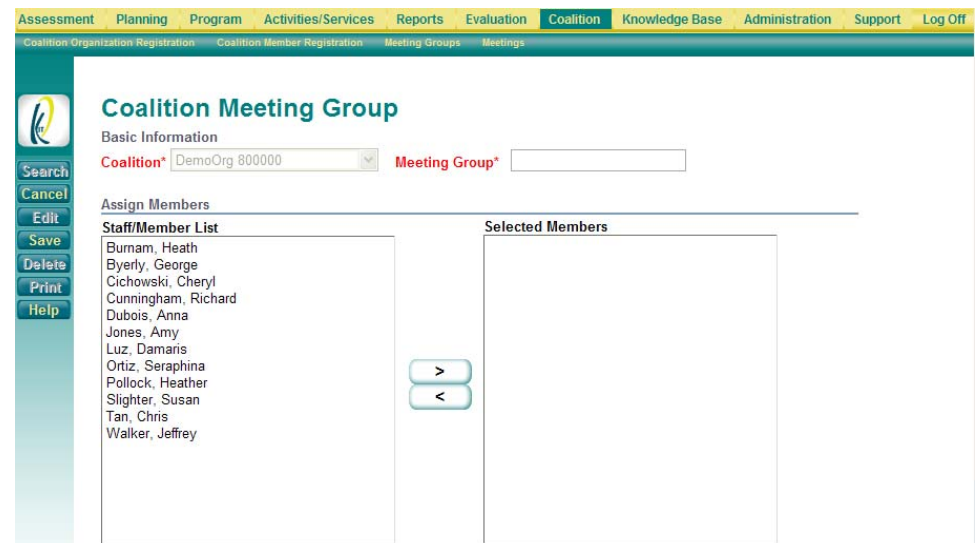
*Note: If a coalition member has not been registered yet, see [Adding a New Coalition Member](#). If a staff member has not been registered yet, see [Adding Staff Information](#).

- a. Use the  arrow in the center of the screen to move members from the **Staff/Member List** to the **Selected Members** list.
- b. The member (s) you selected will be displayed in the **Selected Members** box.

*Note: To remove a member from the **Selected** list, click on the member in the **Selected** list, and click the  arrow.

6. Click **Save** (Save) from the left toolbar.

*Note: Click **Cancel** (Cancel) to quit without saving changes.



This screenshot is similar to the previous one, but the 'Meeting Group*' field is now empty. The 'Assign Members' section and the list of members remain the same. The left toolbar now shows 'Save' as the active button, while 'Add' is no longer highlighted.

(This is a screenshot of the Coalition Meeting Group Page.)

Editing a Coalition Meeting Groups

1. Click **Coalition** from the main menu.
2. Click **Meeting Groups** from the submenu.
3. Use the **Meeting Group** dropdown list to find the group you want to edit.
4. Click **Edit** (Edit) from the left toolbar.
5. Make any changes needed to the form.
6. Click **Save** (Save) from the left toolbar.

*Note: Click **Cancel** (Cancel) to quit without saving changes.

The screenshot shows the 'Coalition Meeting Group' page in a web application. The top navigation bar includes 'Assessment', 'Planning', 'Program', 'Activities/Services', 'Reports', 'Evaluation', 'Coalition', 'Knowledge Base', 'Administration', 'Support', and 'Log Off'. Below this, a sub-menu bar shows 'Coalition Organization Registration', 'Coalition Member Registration', 'Meeting Groups', and 'Meetings'. The left sidebar contains a search icon and buttons for 'Add', 'Edit', 'Save', 'Delete', 'Print', and 'Help'. The main content area is titled 'Coalition Meeting Group' and has a 'Basic Information' section with two dropdown menus: 'Coalition*' set to 'DemoOrg 800000' and 'Meeting Group*' set to 'Training'. Below this is the 'Assign Members' section, which is divided into two columns: 'Staff/Member List' and 'Selected Members'. The 'Staff/Member List' column contains a list of names: Burnam, Heath; Byerly, George; Cichowski, Cheryl; Cunningham, Richard; Dubois, Anna; Jones, Amy; and Luz, Damaris. The 'Selected Members' column is currently empty. Between the two columns are two buttons, '>' and '<'. The 'Edit' button in the left sidebar is highlighted.

(This is a screenshot of the Coalition Meeting Group Page.)

Deleting a Coalition Meeting Groups

1. Click **Coalition** from the main menu.
2. Click **Meeting Groups** from the submenu.
3. Use the **Meeting Group** dropdown list to find the group you want to delete.
4. Click **Delete** (Delete) from the left toolbar.
5. You will receive a message asking if you are sure you want to continue with the deletion.

6. Click the **OK** (OK) button to continue with the deletion.

*Note: Click the **Cancel** (Cancel) button to cancel the deletion.

This screenshot is similar to the previous one, showing the 'Coalition Meeting Group' page. However, a modal dialog box titled 'Message from webpage' is overlaid on the page. The dialog box has a question mark icon and the text 'Are you Sure?'. It contains two buttons: 'OK' and 'Cancel'. An orange arrow points from the text 'OK Button' to the 'OK' button in the dialog. The 'Delete' button in the left sidebar is highlighted, indicating it was the action that triggered the dialog. The background page content is partially obscured by the dialog box.

(This is a screenshot of the Coalition Meeting Group Page.)

Coalition Meetings

The Coalition Meetings module is used to record any meetings that may occur between coalitions.

Adding a Meeting

1. Click **Coalition** from the main menu.
 2. Click **Meetings** from the submenu.
 3. Select the appropriate **Meeting Group*** from the dropdown list.
 4. Click **Add** (Add) from the left toolbar.
-
5. Enter the date of the meeting in the **Meeting Date*** field as mm/dd/yyyy.
 6. Select the **Start Time** and **End Time** from the dropdown lists.
 7. Check any of the appropriate check boxes for **Agenda Distributed**, **Robert Rules Used**, or **Minutes Distributed**.
 8. Click **Save** (Save) from the left toolbar.
*Note: Click **Cancel** (Cancel) to quit without saving changes.
 9. All of the individuals in the chosen **Meeting Group** will be added to the meeting. To alter attendance, click **Edit** (Edit) from the left toolbar. (See [Editing a Meeting](#) for instructions on editing attendance.)

The screenshot shows the 'Meeting Log' interface. At the top, there's a navigation bar with tabs: Assessment, Planning, Program, Activities/Services, Reports, Evaluation, Coalition, Knowledge Base, Administration, Support, and Log Off. Below this, a sub-menu bar includes Coalition Organization Registration, Coalition Member Registration, Meeting Groups, and Meetings. The main content area is titled 'Meeting Log' and has buttons for 'Agenda' and 'Task'. The form fields are: Coalition* (DemoOrg 800000), Meeting Group* (School and community liasons), Meeting Date* (10/1/2012), Start Time, End Time, and Input Date (10/1/2012). There are three checkboxes: Agenda Distributed (checked), Robert Rules Used (unchecked), and Minutes Distributed (unchecked). Below these is a table with columns: Member, Attended, Chair/Faciliator, Recorder of Minutes, Input Meeting Info., and an Edit button. The table has two rows: Burnam, Heath (attended) and Byerly, George (attended).

Member	Attended	Chair/Faciliator	Recorder of Minutes	Input Meeting Info.	
Burnam, Heath	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit
Byerly, George	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit

(This is a screenshot of the Coalition Meeting Log Page.)

The screenshot shows the 'Meeting Log' interface with the same navigation and sub-menu bars. The form fields are: Coalition* (DemoOrg 800000), Meeting Group* (Community laws and policy), Meeting Date* (2/13/2013), Start Time, End Time, and Input Date (2/13/2013). The checkboxes are: Agenda Distributed (unchecked), Robert Rules Used (unchecked), and Minutes Distributed (unchecked). The table below is empty.

Member	Attended	Chair/Faciliator	Recorder of Minutes	Input Meeting Info.	
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(This is a screenshot of the Coalition Meeting Log Page.)

Tips

- When entering a Coalition meeting, there is a group called General in the Coalition Group dropdown list. This should be used when the meeting is not associated with an identified coalition subgroup.

Editing a Meeting

1. Click **Coalition** from the main menu.
2. Click **Meetings** from the submenu.
3. Select the appropriate **Meeting Group*** from the dropdown list.
4. Select the appropriate date from the **Meeting Date** dropdown list.
*Note: The most current date will be listed first.
5. Once the desired meeting is displayed, click **Edit** (Edit) from the left toolbar.
6. Make any changes needed to the details.

The screenshot shows the 'Meeting Log' page in a web application. The top navigation bar includes 'Assessment', 'Planning', 'Program', 'Activities/Services', 'Reports', 'Evaluation', 'Coalition', 'Knowledge Base', 'Administration', 'Support', and 'Log Off'. Below this, a submenu shows 'Coalition Organization Registration', 'Coalition Member Registration', 'Meeting Groups', and 'Meetings'. The 'Coalition' menu is active, and the 'Meetings' submenu item is selected.

The 'Meeting Log' page has a left sidebar with buttons: Search, Add, Edit, Save, Delete, Print, and Help. The main content area has a title 'Meeting Log' and two buttons: 'Agenda' and 'Task'. Below the title, there are dropdown menus for 'Coalition*' (set to 'DemoOrg 800000'), 'Meeting Group*' (set to 'School and community liasons'), and 'Meeting Date*' (set to '10/1/2012'). There are also input fields for 'Start Time', 'End Time', and 'Input Date' (set to '10/2/2012').

Below these fields are three checkboxes: 'Agenda Distributed' (checked), 'Robert Rules Used' (unchecked), and 'Minutes Distributed' (unchecked). The main table has the following columns: Member, Attended, Chair/Faciliator, Recorder of Minutes, Input Meeting Info., and an 'Edit' button. The table contains two rows of data:

Member	Attended	Chair/Faciliator	Recorder of Minutes	Input Meeting Info.	Edit
Burnam, Heath	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit
Byerly, George	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit

(This is a screenshot of the Coalition Meeting Log Page.)

7. To alter the attendance, click the **Edit** (Edit) button to the far right of the member's name.

This screenshot is identical to the one above, but with an orange callout box labeled 'Edit Button' pointing to the 'Edit' button in the 'Edit' column for the first row (Burnam, Heath).

(This is a screenshot of the Coalition Meeting Log Page.)

8. Use the check boxes to indicate whether the member was in attendance, whether they chaired or facilitated the meeting, and/or whether they recorded the minutes.

*Note: A checkmark will appear inside the box indicating it was checked.

9. Click the **Update** (Update) button.

*Note: To cancel any of the changes you have made, click the **Cancel** (Cancel) button.

10. Click **Save** (Save) from the left toolbar.

*Note: Click **Cancel** (Cancel) to quit without saving changes.

Member	Attended	Chair/ Faciliator	Recorder of Minutes	Input Meeting Info.	
Burnam, Heath	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Update Cancel
Byerly, George	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit

(This is a screenshot of the Coalition Meeting Log Page.)

Tips

- If you added attendance to the meeting, once you have saved, the attended members will appear in the member grid.
- Once the member has been associated with a Meeting Group, the member cannot be deleted. Set the **Status** in the Coalition Member Registration module to Inactive. For detailed instructions on editing member registration, see [Editing a Coalition Member](#).
- Meetings cannot be deleted.

Agenda

Use the Agenda screen to enter specific agenda points for this meeting, decisions on the point, and the process through which the decision was reached.

Adding an Agenda Item

1. From the **Meeting** screen, select the appropriate **Meeting Group*** from the dropdown list that you wish to add an agenda to.
2. Select the appropriate date from the **Meeting Date** dropdown.
*Note: The most current date will be listed first.
3. Click the **Agenda** (Agenda) button.

The screenshot shows the 'Meeting Log' page. At the top is a navigation bar with tabs: Assessment, Planning, Program, Activities/Services, Reports, Evaluation, Coalition, Knowledge Base, Administration, Support, and Log Off. Below this is a sub-navigation bar with links: Coalition Organization Registration, Coalition Member Registration, Meeting Groups, and Meetings. The 'Meetings' link is active. On the left is a toolbar with buttons: Search, Add, Edit, Save, Delete, Print, and Help. The main content area has a title 'Meeting Log' and two buttons: 'Agenda' and 'Task'. Below the title are form fields: 'Coalition*' (DemoOrg 800000), 'Meeting Group*' (School and community liasons), 'Meeting Date*' (10/1/2012), 'Start Time', 'End Time', and 'Input Date' (10/2/2012). There are three checkboxes: 'Agenda Distributed' (checked), 'Robert Rules Used' (unchecked), and 'Minutes Distributed' (unchecked). Below these is a table with columns: Member, Attended, Chair/Faciliator, Recorder of Minutes, Input Meeting Info., and an Edit button. The table contains two rows: 'Burnam, Heath' and 'Byerly, George', both with 'Attended' checked.

Member	Attended	Chair/Faciliator	Recorder of Minutes	Input Meeting Info.	
Burnam, Heath	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit
Byerly, George	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit

(This is a screenshot of the Coalition Meeting Log Page.)

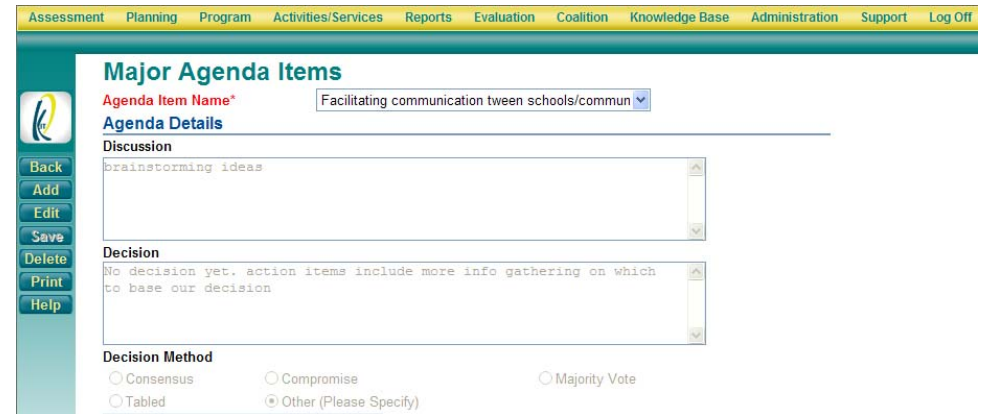
4. Click **Add** (Add) from the left toolbar.
5. Enter the name of the agenda in the **Agenda Item Name*** field.
6. If you have the available information, enter the **Agenda Details** for the meeting.
7. Click **Save** (Save) from the left toolbar.
*Note: Click **Cancel** (Cancel) to quit without saving changes.
8. Click **Back** (Back) from the left toolbar to go back to the Meeting Log screen.

The screenshot shows the 'Major Agenda Items' page. It has the same navigation and toolbar as the previous page. The main content area has a title 'Major Agenda Items' and a form for 'Agenda Item Name*'. Below this is a section 'Agenda Details' with two text areas: 'Discussion' and 'Decision'. Below these is a 'Decision Method' section with radio buttons for 'Consensus', 'Compromise', 'Majority Vote', and 'Other (Please Specify)'. There is also a text area for 'Dissenting Views Or Other Opinions'.

(This is a screenshot of the Agenda Page.)

Editing an Agenda Item

1. From the **Meeting** screen, select the appropriate **Meeting Group*** from the dropdown list that needs it agenda edited.
2. Select the appropriate date from the **Meeting Date** dropdown.
*Note: The most current date will be listed first.
3. Click the **Agenda** (Agenda) button.
4. Click **Edit** (Edit) from the left toolbar.
5. Make any changes needed to the form.
6. Click **Save** (Save) from the left toolbar.
*Note: Click **Cancel** (Cancel) to quit without saving changes.

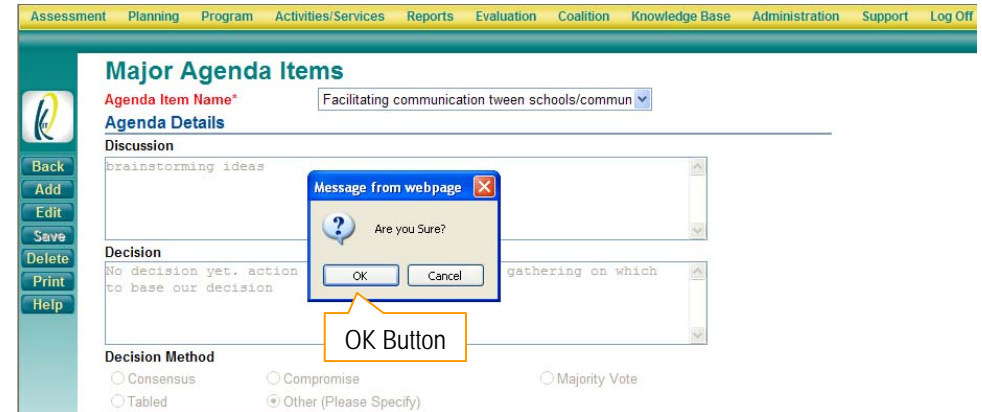


The screenshot shows the 'Major Agenda Items' form. At the top is a navigation bar with links: Assessment, Planning, Program, Activities/Services, Reports, Evaluation, Coalition, Knowledge Base, Administration, Support, and Log Off. Below the navigation bar is a sidebar with buttons: Back, Add, Edit, Save, Delete, Print, and Help. The main form area has a title 'Major Agenda Items' and a sub-header 'Agenda Details'. It includes a dropdown for 'Agenda Item Name*' with the value 'Facilitating communication tween schools/commun'. There are two text areas: 'Discussion' with the text 'brainstorming ideas' and 'Decision' with the text 'No decision yet. action items include more info gathering on which to base our decision'. At the bottom, there is a 'Decision Method' section with radio buttons for 'Consensus', 'Compromise', 'Majority Vote', 'Tabled', and 'Other (Please Specify)'.

(This is a screenshot of the Agenda Page.)

Deleting an Agenda Item

1. From the **Meeting** screen, select the appropriate **Meeting Group*** from the dropdown list that needs it agenda deleted.
2. Select the appropriate date from the **Meeting Date** dropdown.
*Note: The most current date will be listed first.
3. Click the **Agenda** (Agenda) button.
4. Click **Delete** (Delete) from the left toolbar.
5. You will receive a message asking if you are sure you want to continue with the deletion. Click the **OK** (OK) button to continue with the deletion.
*Note: Click the **Cancel** (Cancel) button to cancel the deletion.



This screenshot is similar to the previous one, but it includes a confirmation dialog box titled 'Message from webpage' with the text 'Are you Sure?' and 'OK' and 'Cancel' buttons. An orange callout box points to the 'OK' button with the text 'OK Button'.

(This is a screenshot of the Agenda Page.)

Task Assignment

Use the Task Assignment screen to describe the task and assign it to members in the group.

Adding a Task

1. From the **Meeting** screen, select the appropriate **Meeting Group*** from the dropdown list that you wish to add an agenda to.
2. Select the appropriate date from the **Meeting Date** dropdown list.
*Note: The most current date will be listed first.
3. Click the **Task** (Task) button.

The screenshot shows the 'Meeting Log' page. At the top is a navigation bar with tabs: Assessment, Planning, Program, Activities/Services, Reports, Evaluation, Coalition, Knowledge Base, Administration, Support, and Log Off. Below this is a sub-navigation bar with links: Coalition Organization Registration, Coalition Member Registration, Meeting Groups, and Meetings. On the left is a toolbar with buttons: Search, Add, Edit, Save, Delete, Print, and Help. The main content area has a title 'Meeting Log' and two buttons: 'Agenda' and 'Task'. The 'Task' button is highlighted with an orange box and labeled 'Task Button'. Below the buttons are form fields: 'Coalition*' (DemoOrg 800000), 'Meeting Group*' (School and community liasons), 'Meeting Date*' (10/1/20), 'Start Time', 'End Time', and 'Input Date' (10/2/2012). There are three checkboxes: 'Agenda Distributed' (checked), 'Robert Rules Used' (unchecked), and 'Minutes Distributed' (unchecked). Below these is a table with columns: Member, Attended, Chair/Faciliator, Recorder of Minutes, Input Meeting Info., and an 'Edit' button. The table contains two rows: 'Burnam, Heath' and 'Byerly, George', both with 'Attended' checked.

Member	Attended	Chair/Faciliator	Recorder of Minutes	Input Meeting Info.	
Burnam, Heath	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit
Byerly, George	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit

(This is a screenshot of the Coalition Meeting Log Page.)

4. Select the **Agenda *** you wish to add a task to from the dropdown list.
5. Click **Add** (Add) from the left toolbar.



The screenshot shows the 'Task Assignment' page. It has the same navigation bar as the previous page. The left toolbar has buttons: Back, Add, and Edit. The main content area has a title 'Task Assignment' and a dropdown menu for 'Agenda*' (Facilitating communication between schools/common). Below this is a form for 'Task Name*' and 'Task Details'. The 'Task Details' section has a 'Description' field.

(This is a screenshot of the Major Agenda Items Page.)

6. Enter the name of the task in the **Task Name*** field.
7. If you have the available information, you can fill in the **Task Details** for the meeting.
8. Using the **arrow** buttons, move the members assigned to the task from the **Member List** to the **Selected Members** List. (See the table below for a description of the **arrow** buttons.)
9. Click **Save** (Save) from the left toolbar.
*Note: Click **Cancel** (Cancel) to quit without saving changes.
10. Click **Back** (Back) from the left toolbar to go back to the Meetings screen.

(This is a screenshot of the Task Assignment Page.)

The following table summarizes the arrow buttons:

Button	Function
	Moves only the selected participant from the Member List to the Selected Members List.
	Moves only the selected participant from the Selected Members List to the Member List .

Editing a Task

1. From the **Meeting** screen, select the appropriate **Meeting Group*** from the dropdown list that needs it tasks edited.
2. Select the appropriate date from the **Meeting Date** dropdown.
*Note: The most current date will be listed first.
3. Click the **Task** (Task) button.
4. Click **Edit** (Edit) from the left toolbar.
5. Make any changes needed to the form.
6. Click **Save** (Save) from the left toolbar.
*Note: Click **Cancel** (Cancel) to quit without saving changes.

The screenshot shows the 'Task Assignment' page in a web application. At the top is a navigation bar with links: Assessment, Planning, Program, Activities/Services, Reports, Evaluation, Coalition, Knowledge Base, Administration, Support, and Log Off. The page has a sidebar on the left with buttons: Back, Cancel, Edit, Save, Delete, Print, and Help. The main content area is titled 'Task Assignment' and includes a dropdown for 'Agenda*' (Facilitating communication between schools/commun), a 'Task Name*' field, and a 'Task Details' section with a 'Description' text area. Below this are fields for 'Timeframe to Complete (in Weeks)' and 'Date task achieved (mm/dd/yyyy)'. A 'Major Responsible Parties' section contains a 'Member List' (Byerly, George; Dubois, Anna; Cichowski, Cheryl; Burnam, Heath) and a 'Selected Members' list with navigation buttons '>' and '<'. The page is identified as a screenshot of the Task Assignment Page.

(This is a screenshot of the Task Assignment Page.)

Deleting a Task

1. From the **Meeting** screen, select the appropriate **Meeting Group*** from the dropdown list that needs it agenda deleted.
2. Select the appropriate date from the **Meeting Date** dropdown.
*Note: The most current date will be listed first.
3. Click the **Task** (Task) button.
4. Click **Delete** (Delete) from the left toolbar.
5. You will receive a message asking if you are sure you want to continue with the deletion. Click the **OK** (OK) button to continue with the deletion.
*Note: Click the **Cancel** (Cancel) button to cancel the deletion.

The screenshot shows the 'Major Agenda Items' page. It has the same navigation bar and sidebar as the Task Assignment page. The main content area is titled 'Major Agenda Items' and includes a dropdown for 'Agenda Item Name*' (Facilitating communication tween schools/commun), an 'Agenda Details' section with a 'Discussion' text area (containing 'brainstorming ideas'), and a 'Decision' section (containing 'No decision yet. action to base our decision' and 'gathering on which'). Below this is a 'Decision Method' section with radio buttons for Consensus, Compromise, Majority Vote, and Other (Please Specify). A 'Message from webpage' dialog box is open in the center, asking 'Are you Sure?' with 'OK' and 'Cancel' buttons. An arrow points to the 'OK' button, labeled 'OK Button'. The page is identified as a screenshot of the Agenda Page.


(This is a screenshot of the Agenda Page.)

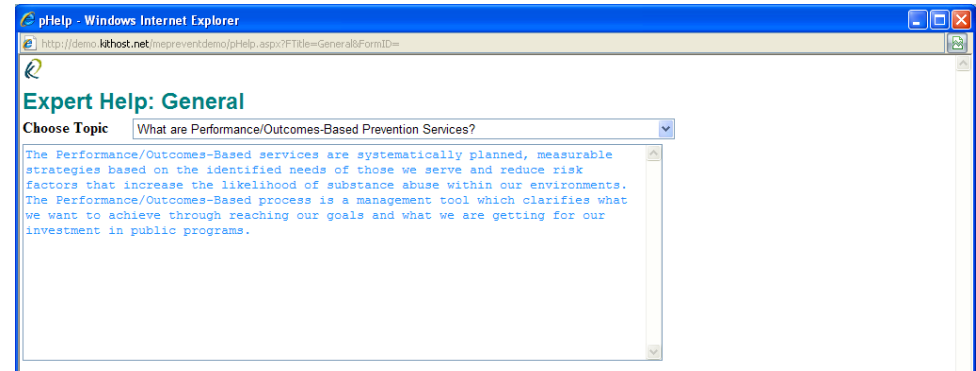
KNOWLEDGE BASE

The Knowledge Base module is a warehouse of prevention related documents, web sites, and KIT Prevention service design information.

Expert Help

The Expert Help section contains helpful information regarding prevention for KIT Prevention.

1. Click **Knowledge Base** from the main menu.
2. Click **Expert Help** from the submenu to open the Expert Help window.
Note:* If you have a pop-up blocker on your computer, hold the Ctrl (Control**) key down while clicking on **Expert Help**.
3. Select the topic from the **Choose Topic** dropdown list. The answer will be displayed in the box below the dropdown list.
4. To close the Expert Help window, click on the  in the upper right-hand corner.




(This is a screenshot of the Expert Help Page.)

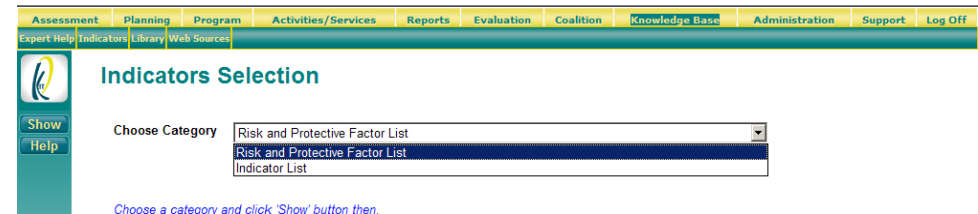
Tips

- If you have a pop-up blocker on your computer, hold the Ctrl (**Control**) key down while selecting any button used to view the report (e.g., Show Report, PDF, etc.).

Indicators

Indicators are variables that relate directly to some part of a program, goal or objective. The Indicators section provides a list of Indicators and Risk and Protective Factors.

1. Select **Knowledge Base** from the main menu.
2. Click **Indicators** from the submenu.
3. Select a category from the **Choose Category** dropdown list.
4. Click **Show** (Show) from the left toolbar to display the selected document.
***Note:** If you have a pop-up blocker on your computer, hold the Ctrl (**Control**) key down while clicking the **Show** button.
5. A new window will open displaying the document.
***Note:** For information on saving or printing this document, see the [Printing or Saving the Report](#) section.
6. To close the window, click on the  in the upper right-hand corner.




(This is a screenshot of the Indicators Selection Page.)

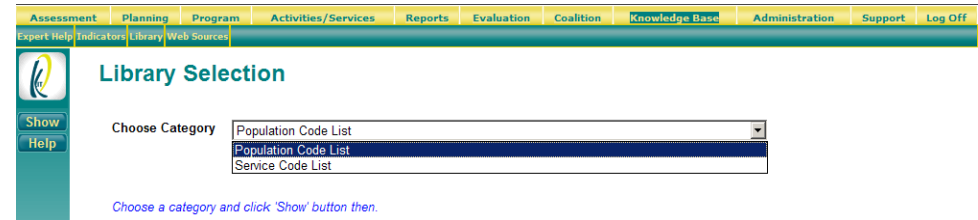
Tips

- If you have a pop-up blocker on your computer, hold the Ctrl (**Control**) key down while selecting any button used to view the report (e.g., Show Report, PDF, etc.).

Library

The Library section is a repository of commonly requested documents, such as service and population code definitions.

1. Click **Knowledge Base** in the menu.
2. Click **Library** from the submenu.
3. Select a category from the **Choose Category** dropdown list.
4. Click **Show** (Show) from the left toolbar to display the selected document.
Note:* If you have a pop-up blocker on your computer, hold the Ctrl (Control**) key down while clicking the **Show** button.
5. A new window will open displaying the document.
**Note:* For information on saving or printing this document, see the [Printing or Saving the Report](#) section.
6. To close the window, click on the  in the upper right-hand corner.




(This is a screenshot of the Library Selection Page.)

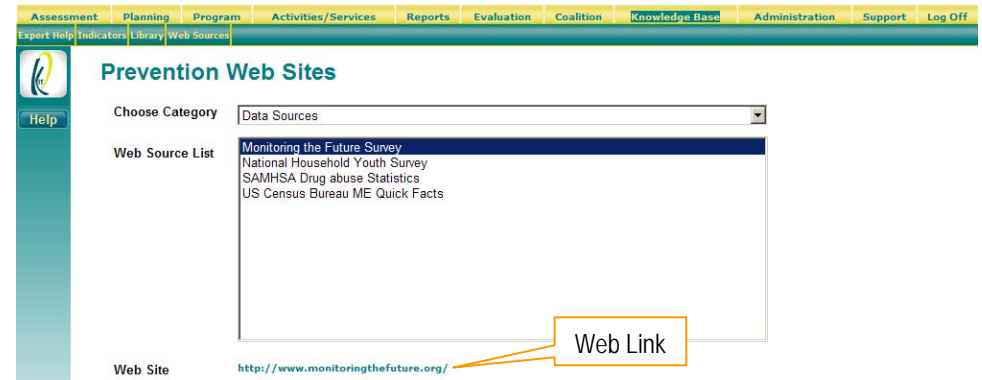
Tips

- If you have a pop-up blocker on your computer, hold the Ctrl (**Control**) key down while selecting any button used to view the report (e.g., Show Report, PDF, etc.).

Web Sources

The Web Sources section allows users and prevention workers to access a wealth of prevention links organized by the type of organization, agency, or topic.

1. Click **Knowledge Base** in the menu.
2. Click **Web Sources** from the submenu.
3. Select a category from the **Choose Category** dropdown.
4. Select the topic of interest to show its website link in the **Web Site** field
5. Click on the link in the **Web Site** field to go to that website.
***Note:** If you have a pop-up blocker on your computer, hold the Ctrl (**Control**) key down while clicking on the web site link.
6. A new window will open displaying the website you chose.
7. To close the web site, click on the  in the upper right-hand corner.



(This is a screenshot of the Web Sources Page.)

Tips

- If you have a pop-up blocker on your computer, hold the Ctrl (**Control**) key down while selecting any button used to view the report (e.g., Show Report, PDF, etc.).

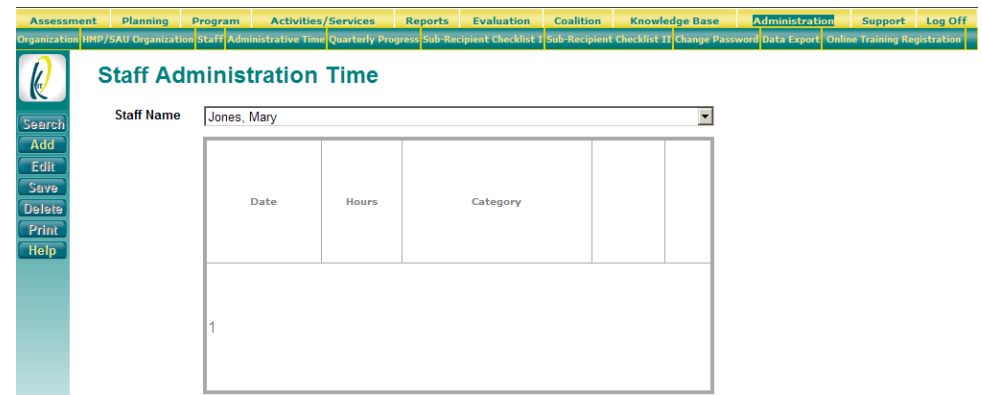
ADMINISTRATION

Administrative Time

The Administrative Time area allows users to indicate time spent on prevention that is not directly related to a service. Time spent during trainings, meetings, general planning, or even entering information into the KIT Prevention Service can be classified as administrative time.

Adding Administrative Time

1. Click **Administration** from the main menu.
2. Click **Administrative Time** from the submenu.
3. Select the **Staff Name** to which you would like to add administrative time entries from.
4. Click **Add** (Add) from the left toolbar.



The screenshot shows the 'Staff Administration Time' page. At the top is a navigation menu with tabs: Assessment, Planning, Program, Activities/Services, Reports, Evaluation, Coalition, Knowledge Base, Administration (selected), Support, and Log Off. Below the menu is a sub-menu bar with links: Organization, HMP/SAU Organization, Staff, Administrative Time (selected), Quarterly Progress, Sub-Recipient Checklist I, Sub-Recipient Checklist II, Change Password, Data Export, and Online Training Registration. On the left is a vertical toolbar with buttons: Search, Add, Edit, Save, Delete, Print, and Help. The main area has a 'Staff Name' dropdown menu with 'Jones, Mary' selected. Below it is a table with columns 'Date', 'Hours', and 'Category'. The table has one row with the number '1' in the 'Date' column.

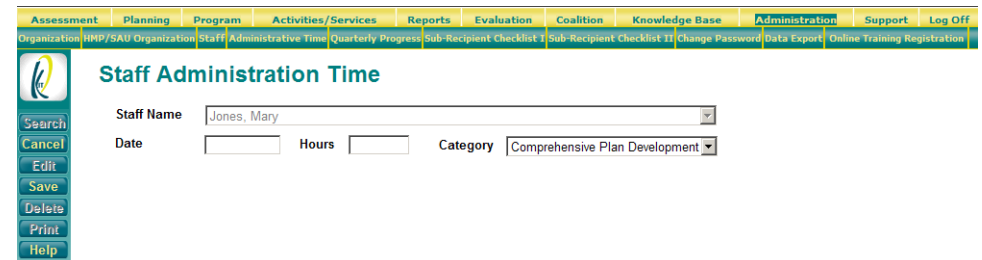
(This is a screenshot of the Staff Administration Time Page.)

5. Enter the **Date** as mm/dd/yyyy.
6. Enter the number of hours the administrative time took place in the **Hours** field.

Examples: 2.25 is 2 Hours and 15 Minutes
 2.5 is 2 Hours and 30 Minutes
 2.75 is 2 Hours and 45 Minutes

7. Select a **Category** describing the administrative time from the dropdown list.
8. Click **Save** (Save) from the left toolbar.

*Note: Click **Cancel** (Cancel) to quit without saving changes.

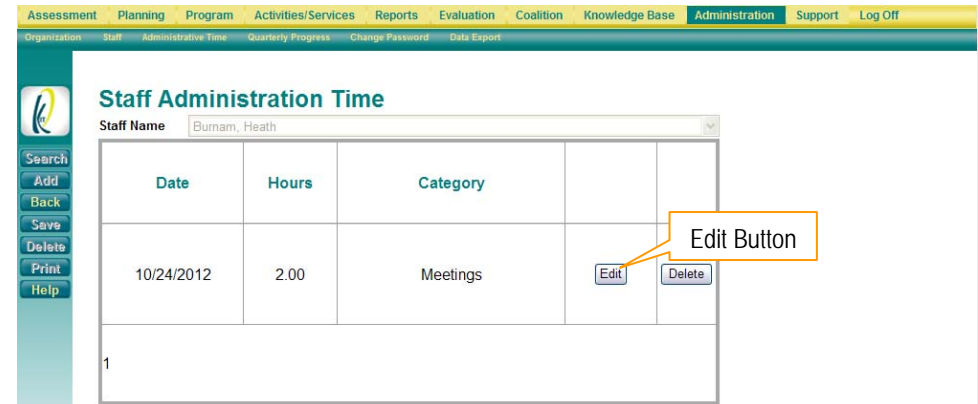


The screenshot shows the 'Staff Administration Time' page with the form filled out. The 'Staff Name' dropdown is still 'Jones, Mary'. Below it, the 'Date' field is empty, the 'Hours' field is empty, and the 'Category' dropdown is set to 'Comprehensive Plan Development'. The left toolbar and navigation menu are the same as in the previous screenshot.

(This is a screenshot of the Staff Administration Time Page.)

Editing Administrative Time

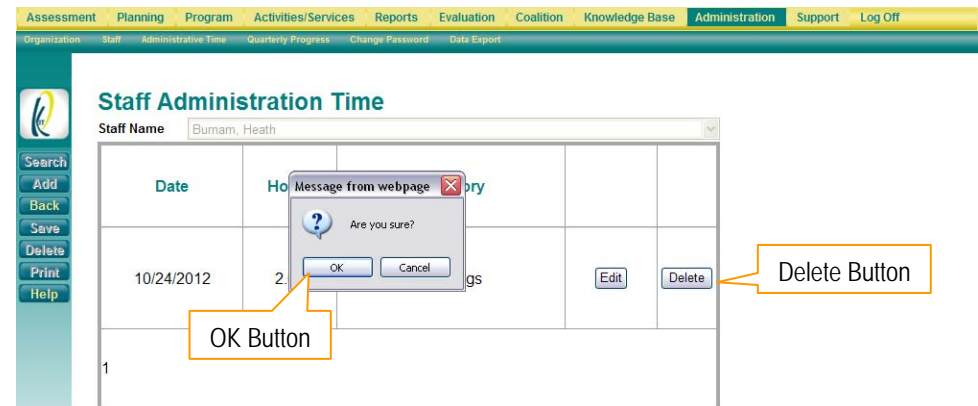
1. Click **Administration** from the main menu.
 2. Click **Administrative Time** from the submenu.
 3. Select the appropriate **Staff Name** from the dropdown list.
 4. Click **Edit** (Edit) from the left toolbar.
 5. Click the **Edit** (Edit) button next to the record you wish to modify.
 6. Make any changes needed to the form.
 7. Click the **Update** (Update) button to save any changes.
 8. Click **Save** (Save) from the left toolbar.
- *Note: Click **Cancel** (Cancel) to quit without saving changes.



(This is a screenshot of the Staff Administration Time Page.)

Deleting Administrative Time (Individual Entry)

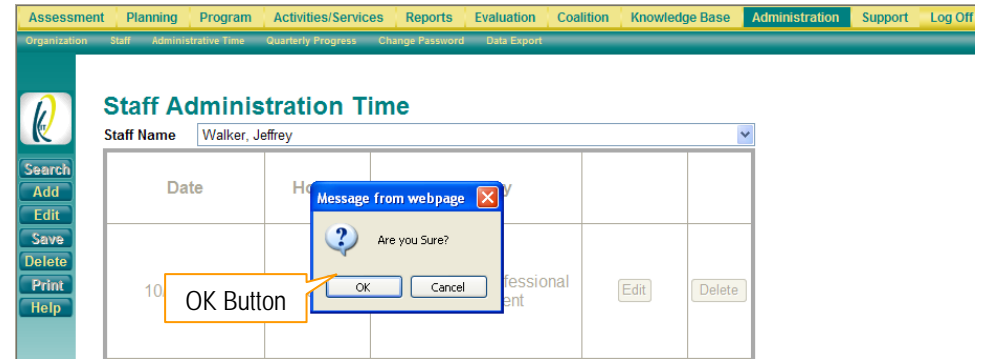
1. Click **Administration** from the main menu.
 2. Click **Administrative Time** from the submenu.
 3. Select the appropriate **Staff Name** from the dropdown list.
 4. Click **Edit** (Edit) from the left toolbar.
 5. To delete a specific date, click the **Delete** (Delete) button to the right of the row with the correct date..
 6. Click the **OK** (OK) button to continue with the deletion.
- *Note: Click the **Cancel** (Cancel) button to cancel the deletion.



(This is a screenshot of the Staff Administrative Time Page.)

Deleting Administrative Time (All Entries)

1. Click **Administration** from the main menu.
2. Click **Administrative Time** from the submenu.
3. Select the appropriate **Staff Name** from the dropdown list.
4. Click **Delete** (Delete) from the left toolbar.
5. You will receive a message asking if you are sure you want to continue with the deletion.
6. Click the **OK** (OK) button to continue with the deletion.
*Note: Click the **Cancel** (Cancel) button to cancel the deletion.



(This is a screenshot of the Staff Administrative Time Page.)

Quarterly Progress Report

The Quarterly Progress report is required of Maine providers that receive SIG funding.

1. Click **Administration** from the main menu.
2. Click **Quarterly Progress** from the submenu.
3. Select an appropriate **Reporting Period*** from the dropdown list.
4. Select a **Program*** to generate a report for.
5. Click the **Generate** (Generate) button.
 - a. If you have already generated this report once, click the **Regenerate** (Regenerate) button to refresh the data.
*Note: The contact information, program description, outcomes, and service counts associated with the program are filled in for you.
6. To add comments or correct contact information, click **Edit** (Edit) from the left toolbar.
7. To add Progress comments for each intermediate and short-term outcome to the Outcomes section, Select the appropriate **Long-Term Outcome** from the dropdown list, and then click the **Edit** (Edit) button located to the right of the **LT Outcome List** dropdown list.
8. When completed, click the **Save** (Save) button for Section B.
9. You will only be able to view the **Program Counts**. (Section C)
10. Click **Save** (Save) from the left toolbar.
*Note: Click **Cancel** (Cancel) to quit without saving changes.

The screenshot shows the top of the 'Quarterly Progress Report' page. At the top is a navigation bar with tabs: Assessment, Planning, Program, Activities/Services, Reports, Evaluation, Coalition, Knowledge Base, Administration, Support, and Log Off. Below this is a sub-menu bar with: Organization, RHP/SAU Organization, Staff, Administrative Time, Quarterly Progress, Sub-Recipient Checklist I, and Sub-Recipient Checklist II. The main form area has the title 'Quarterly Progress Report' and two buttons: 'Regenerate' and 'Generate'. Below the title are three dropdown menus: 'Organization*' (set to 'Training 999'), 'Report Period*' (set to '07/01/03 - 09/30/03'), and 'Program*' (set to 'ACROSS AGES'). To the right of these is a 'State Acceptance' dropdown set to 'Under Review'. Below these fields is section 'A. PROGRAM OVERVIEW' with fields for 'Contact Person' (Mary Jones), 'Phone Number' (207-456-7890), 'Address' (5449 Libby Hall, Orono, ME 04469), 'Contract Number', 'Start Year' (2007), and 'Program Description' (The Across Ages Program is a mentoring initiative in Philadelphia, Pennsylvania, that successfully improved adolescents social competence and enhanced their ability to resist substance use. A critical feature of Across Ages is the pairing of older adults with...).

(This is a screenshot of the Quarterly Progress Report Page.)

The screenshot shows section 'B. OUTCOMES PROGRESS'. It has a dropdown for 'LT Outcome List' set to '200701' and an 'Edit' button. Below this is a text area for 'Long-term Outcome' containing the text: '200701 By 4/30/2007 decrease binge drinking among Middle School Students in Maine from 15% to 10% as measured by One ME Adult Survey'.

(This is a screenshot of the Quarterly Progress Report Page.)

The screenshot shows section 'B. OUTCOMES PROGRESS' with the 'LT Outcome List' dropdown set to '200701' and 'Cancel' and 'Save' buttons. The 'Long-term Outcome' text area contains the same text as the previous screenshot: '200701 By 4/30/2007 decrease binge drinking among Middle School Students in Maine from 15% to 10% as measured by One ME Adult Survey'.

(This is a screenshot of the Quarterly Progress Report Page.)

Data Export

The Data Export Module allows users to export their raw data to create customized reports based on specified criteria.

***Note:** Refer to the Data Dictionary (see [Support](#)) for more information about the exported file format and conventions. The recommended file export format is Access2000.

1. Click **Administration** from the main menu.
2. Click **Data Export** from the submenu.
3. Choose whether you want the data exported to a Microsoft Access file or an Excel Spreadsheet.
4. Select a **Time Period** from the dropdown list, or enter a **Start Date** and **End Date** as mm/dd/yyyy.
5. Choose either the **Modules**, **Table Names**, or **Table Groups** tab.
 - a. Select the data that needs to be exported with the available checkboxes.
 - i. If you selected to **Export Selected Tables**, you must then pick the data you want to export with the available check boxes.
6. Click the **Generate** (Generate) button.
7. Click the **Download** (Download) button or choose the link under **Created Files** to export the data.
8. Choose whether you want to **Open** or **Save** the file.
 - a. If you selected to open the file, a new window will open displaying the report.

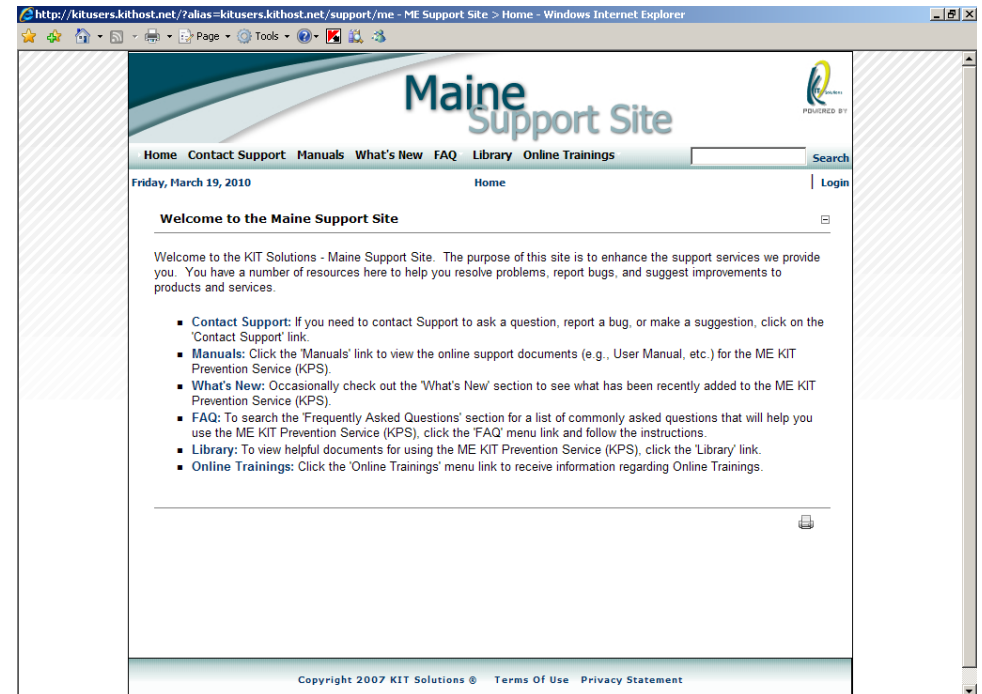
The screenshot shows the 'Data Export' interface. At the top, there's a navigation menu with tabs: Assessment, Planning, Program, Activities/Services, Reports, Evaluation, Coalition, Knowledge Base, Administration, Support, and Log Off. The 'Administration' tab is selected. Below it, a submenu shows 'Data Export' as the active option. The main content area has a title 'Data Export' and a 'Help' icon. The 'Export To:' dropdown is set to 'Access 2000 File'. The 'Time Period' dropdown is set to '--Please Select Time Period--'. There are input fields for 'Start Date' and 'End Date'. Below these are 'Generate' and 'Download' buttons. A label 'Download Button' with an arrow points to the 'Download' button. Below the buttons are three tabs: 'Modules', 'Table Names', and 'Table Groups'. The 'Table Names' tab is active, showing a list of tables with checkboxes. A label 'Generate Button' with an arrow points to the 'Generate' button. To the right of the table list is a 'Created Files' section.

(This is a screenshot of the Data Export Page.)

SUPPORT

On the Support Site, you will find links to contact Support; go to an online version of this manual, and go to frequently asked questions regarding the application.

1. To reach the ME Prevention Support Site, click **KIT Support** from the main menu. A new window will open displaying the Support Site.
2. To submit a problem, question, or suggestion for improvement, click the **Contact Support** link.
 - a. Fill in the appropriate fields.
 - b. Click the **Submit** button. Your request will be sent to the KIT Solutions Customer Support team and the ME Office of Substance Abuse.
3. To find this manual in an online version, click the **Manuals** link. A new window will open displaying the various options for viewing the manual.
4. To see a list of new features, improvements, or announcements for ME Prevention, click the **What's New** button.
5. To view a list of the service codes and their definitions, click the **Service Code List** link. under **Library**
6. Click the X to close the Support site window.



(This is a screenshot of the Support Page.)

APPENDIX

Search Feature

The application shows blank fields if there have not been any data entered or an entry that was previously entered. To view or edit data that has already been entered, but not being shown, use the **Search** (Search) button (located on the left toolbar) and use the following instructions to find this entry.

Using the Search Feature

1. Click **Search** (Search) from the left toolbar.

2. Use the dropdown list to choose a Category to search by. All Categories is the default.
3. Select the ☒ **Choose From All** (Choose From All) radio button to see a list of all of the records saved for that page.

OR

(This is a sample screenshot displaying the User Login page.)

(This is a screenshot displaying the Search Staff page.)

4. Select the ☒ Or Select a Filter (Or Select a Filter) radio button to limit the search results by filtering the records.
 - a. To specify the search filters, click on the arrow on the dropdown lists and select an option.
 - b. Use the first search filter to select the search categories.
 - c. Use the second search filter to select how you would like to filter the search results.
 - d. Use the third search filter to select the search criteria
 - e. Click the (Go) button to see the search results.

Home HMP Profile Section 1 Section 2-6 Monitoring Reports Administration Support Log Off

Organization KIT User Change Password

Search Staff

Choose Search Category All Categories

☐ Choose From All

☒ Or Select a Filter

Go button

Go

(This is a screenshot displaying the Search Staff page.)

5. Click the (Select) button next to the entry to go to that page.

Home HMP Profile Section 1 Section 2-6 Monitoring Reports Administration Support Log Off

Organization KIT User Change Password

Search Staff

Choose Search Category All Categories

☐ Choose From All

☒ Or Select a Filter

Last Name Is walker

Go

First Name	Last Name	Birth Date	User ID
Jeffrey	Walker	5/2/19	Select

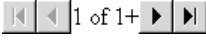
Select button

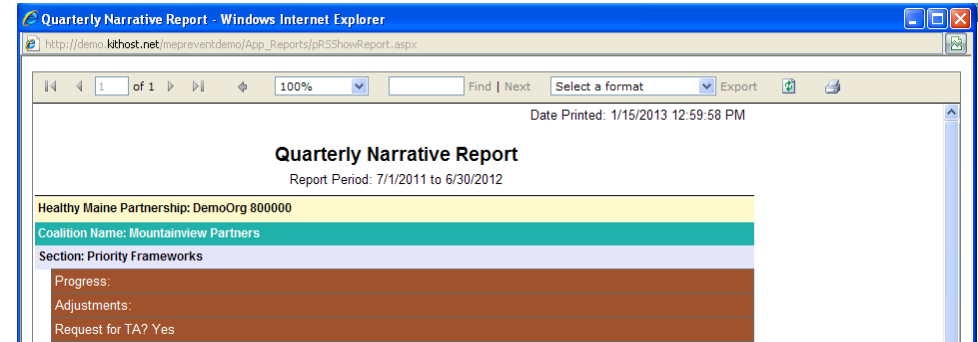
(This is a sample screenshot displaying the Search Staff page.)

Using the Reports Viewer

Once you have clicked **Open Report**, the report will open up in a separate window. Use this “Reports Viewer” window to view the report and to save and/or print the report.

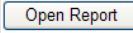
Viewing a Report

1. Click these buttons  to maneuver to other pages in the report. The single arrow (either forward or backward, will move the view to the next page or the previous page. The arrows with the bar can move the report view to either the first or last page of the report.
2. To move to a specific page in the report, type in a page number into this field and hit the Enter key to move to that page.
3. The box with the label '100%' can be used to change the level of magnification of the report. To change the level of magnification, click the black arrow on the right side of the box and choose an appropriate percentage.



(This is a screenshot displaying a report in Internet Explorer.)

Tips

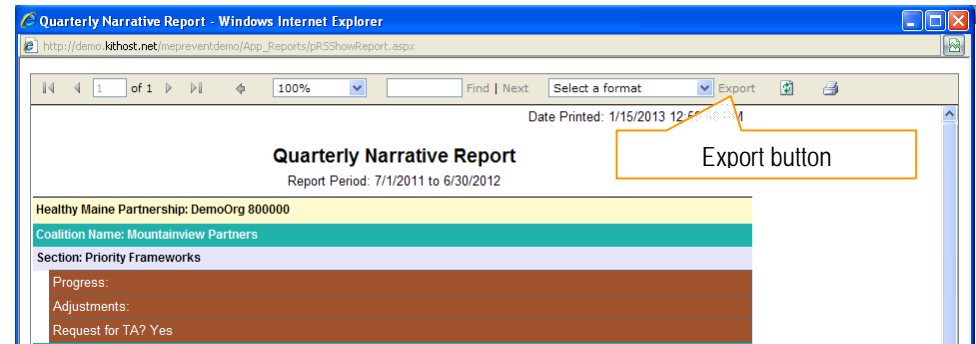
- If you have a pop-up blocker on your computer, hold the Ctrl (**Control**) key down while selecting the  (**Open Report**) button.
- Reports require Active X controls to be installed on your computer. If you do not have permissions to download, please contact your system administrator.

Printing or Saving Reports

1. Select a format from the **Select a format** (Select a format) dropdown list.
2. Click **Export** (Export) next to the dropdown list.
3. The File Download window appears. Click the **Open** button to open and immediately view the report or click **Save** to save the report to your computer to view at another time
*Note: You do not have to save the report to print.
4. If you clicked **Open**, the report will open in a new window in the Export format requested. Click the print button (🖨️ or 🖨️) to print the report.
5. Click the ❌ (X) in the top right corner of the window to close the exported report.
6. Click the ❌ (X) in the top right corner of the window to close the reports viewer screen.

Tips

- The recommended format for printing is Acrobat (PDF) file.
- If you have a pop-up blocker on your computer, hold the Ctrl key down while selecting any button used to view the report (e.g., Show Report, PDF, etc.).



(This is a screenshot displaying a report in Internet Explorer.)